

**COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
November 13, 2019
12:00 pm**

AGENDA

1. Call to Order

2. Roll Call

Janea Benton

Jimmie Childress

Guadalupe Perez

Ana Vigil

3. Approval of Agenda

4. Public Forum

The public may address the Committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

5. New Business

- a. Application Status Report and Funding Requests – Pritika Ram, Director of Administration – **Action Item (p. 3-8)**
 - 1. California Department of Social Services for CAPK's CalFresh Healthy Living Program.
 - 2. California Coastal Commission for Friendship House Community Center and Shafter Youth Center Kids Ocean Day.
 - 3. The Center at Sierra Health Foundation for CAPK Census 2020.
 - 4. Department of Human Services for Medi-CAL Outreach Grant.
- b. Head Start & Early Head Start Budget to Actual Reports – **Info Item**
 - 5. Kern Head Start Budget to Actual for the Period Ended October 31, 2019 **(p. 9-11)**
 - 6. Kern Early Head Start Budget to Actual for the Period Ended October 31, 2019 **(p. 12-15)**
 - 7. San Joaquin Early Head Start Budget to Actual for the Period Ended October 31, 2019 **(p. 16-19)**
 - 8. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended October 31, 2019 **(p. 20-21)**
- c. Changes to Human Resource and Finance Job Descriptions – Tracy Webster, Chief Financial Officer – **Action Item (p. 22-39)**
- d. Federal Financial Report – Tracy Webster, Chief Financial Officer – **Info Item (p. 40-43)**
- e. Proposed Budget & Finance Committee Agenda Restructure – Tracy Webster, Chief Financial Officer – **Action Item (p. 44-47)**
- f. Resolution to Approve the Submission of the 2020 Community Service Block Grant (CSBG) Contract Number 20F-3015 from the Department of Community Services and Development – Pritika Ram, Director of Administration – **Action Item (p. 48-106)**
- g. Resolution to Approve the Submission of the California Coastal Commission Whales Tale Application for the Marine Studies Program at Friendship House Community Center and Shafter Youth Center – Carmen Segovia, Director of Health & Nutrition – **Action Item (p. 107-108)**

6. Chief Financial Officer

- a. Discretionary Fund Update – *Info Item (p. 109)*
- b. Financial Statements, October 2019 – *Action Item (p. 110-155)*

7. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, January 22, 2020 (pending BOD approval)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

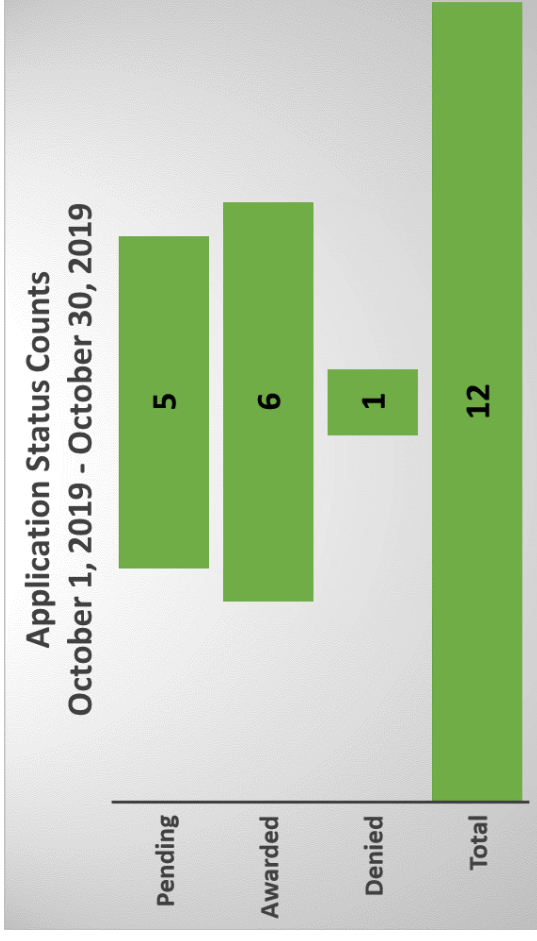
This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, November 8, 2019. Paula Daoutis, Administrative Coordinator.

**Community Development
Application Status Report October 2019**

October 1, 2019 – October 31, 2019

Status	Dollars	Count
Pending	\$123,000	5
Awarded	* \$865,587	6
Denied	\$2,500,000	1
Total	\$3,488,587	12
Win Percentage		80%

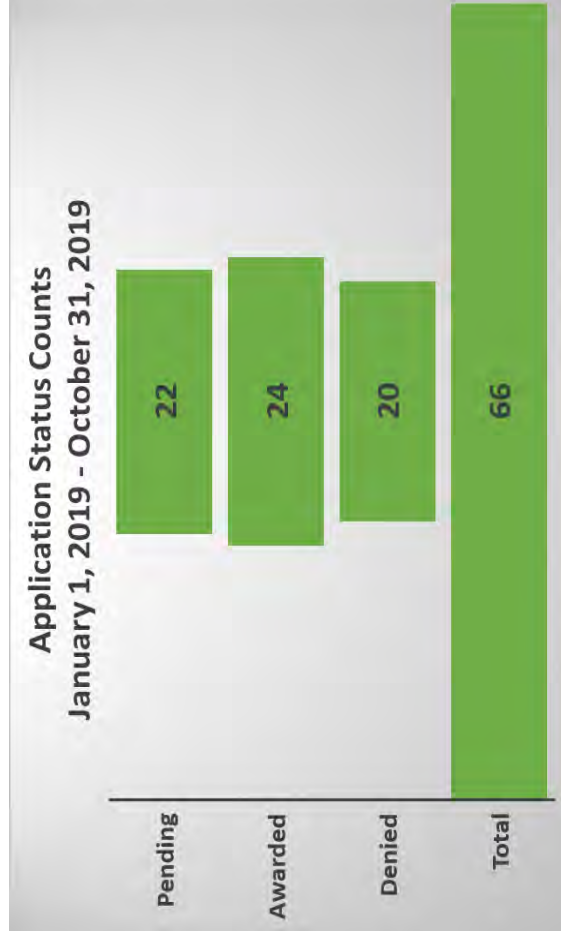
*Does not include the First 5 Awards-Amount TBD



January 1, 2019 – October 31, 2019 (YTD)

Status	Dollars	Count
Pending	\$2,804,913	22
Awarded	\$2,408,227	24
Denied	\$5,564,964	20
Total	\$10,778,104	66
Win Percentage		55%

*Does not include the First 5 Awards-Amount TBD



Community Development Application Status Report October 2019

Application Status Detail

Funder	CAPK Program	Decision Date	Amount Requested	Amount Awarded	Date Submitted	Due Date	Status
CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	EKFC		\$ 75,000		10/25/2019	11/1/2019	Pending
California Coastal Commission	FHCC/SYC		\$ 8,000		10/22/2019	10/25/2019	Pending
Kaiser Permanente	CAPK CalFresh Healthy Living		\$ 30,000		10/21/2019	10/25/2019	Pending
First 5 Kern	EKFC	10/14/2019	\$ 808,863	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	\$ 892,242	TBD	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	10/14/2019	\$ 726,970	TBD	7/30/2019	7/30/2019	Awarded
National Head Start Association	Head Start		\$ 5,000		10/11/2019	10/11/2019	Pending
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	\$ 75,000	\$ 73,291	10/24/2019	10/2/2019	Awarded
California Office of the Governor California Volunteers	FHCC/SYC	10/2/2019	\$ 781,000	\$ 670,080	10/24/2019	10/2/2019	Awarded
Citizens Bank	FHCC/SYC		\$ 5,000		10/2/2019	10/4/2019	Pending
US Internal Revenue Service (IRS)	VITA	10/2/2019	\$ 122,216	\$ 122,216	10/2/2019	10/2/2019	Awarded
US Department of Human Services, ACF - CB	EKFC	10/2/2019	\$2,500,000	\$ -	6/11/2019	6/11/2019	Denied

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: CAPK CalFresh Healthy Living Program

Funder Name: California Department of Social Services

Grant Program Name: CAPK CalFresh Healthy Living

Funding Period: Oct. 1, 2019 – Sep. 30, 2023

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Tammy Fisher

☒ **New Funding.**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is requesting \$1,429,726 per year for 3 years of funding (total of \$4,289,178) from the California Department of Social Services. The CalFresh Healthy Living program will use a policy, system, and environmental change approach to improve nutrition and increase physical activity for people eligible for CalFresh benefits (California's food stamp program).

The program and partners—Kern County Superintendent of Schools, Lamont Weedpatch Family Resource Center, and Kern River Valley Family Resource Center—will provide people and families eligible/receiving CalFresh benefits with nutrition education, improve access and consumption of healthy foods and beverages, and increase physical activity to decrease obesity (and related diseases).

B. Use of Funds:

The funding will be used for personnel; operating costs; and at least 30% to program partners.

C. Approvals:

1. <u>Carmen Segovia</u> <u>10/28/19</u> Division Director Date	3. <u>Tammy Fisher</u> <u>10/29/19</u> Chief Financial Officer Date
2. <u>Phyllis</u> <u>10/28/19</u> Director of Community Development Date	4. <u>J. T. R.</u> <u>10/29/19</u> Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE-Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Kids Ocean Day

Funder Name: California Coastal Commission

Grant Program Name: Friendship House
Community Center and Shafter Youth Center

Funding Period: 05/01/2020-8/31/2020

CFDA # N/A

Division Director: Carmen Segovia

Program Manager: Lois Hannible and
Angelica Nelson

☐ **New Funding.**

☒ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK's Friendship House Community Center (FHCC) and Shafter Youth Center (SYC) were invited to re-apply for up to \$8,000 from the California Coastal Commission to provide a Kids Ocean Day event at San Simeon State Park.

Approximately 100 children from the FHCC and SYC youth centers will participate in the program. At their Kids' Ocean Day event, they will spend time on a beach in San Simeon, participate in a cleanup, learn about ocean pollution, and record data on the litter collected. They will also visit elephant seals and the Coastal Discovery Center at San Simeon Bay during their trip. Before traveling to San Simeon, the youth will receive an educational presentation about the ocean, watersheds, and marine debris.

B. Use of Funds:

The requested funds of up to \$8,000 will be used to cover charter buses; general supplies; and t-shirts for the participants.

C. Approvals:

1. C Segovia 10/28/19
Division Director Date

2. Prithi 10/28/19
Director of Community Development Date

3. Janie Port 10/29/19
Chief Financial Officer Date

4. Jim 10/29/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public (State)
Project Name: CAPK CENSUS 2020
Funder Name: The Center at Sierra Health
Foundation
Grant Program Name: Community
Development Division
Funding Period: 12/1/2019-7/31/2020
CFDA: N/A

Division Director: Carmen Segovia
Program Manager: Whitney

☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying for \$60,000 to the Center at Sierra Health Foundation to provide outreach services on behalf of the State. The goal is to identify outreach gaps with large segments of hard to count populations (HTC) and target those populations pro-actively by informing, educating and assisting HTC's to submit the paper and online CENSUS. Grant will be focused on HTC East Kern Communities of Mojave (CAPK's EKFCRC, Mojave Library), 5 Bus depots in Mojave, California City (California City Library, Robert P. Ulrich Elementary), Boron, Edwards Airforce Base, Tehachapi (Tehachapi Public Library) and Rosamond (Rosamond Public Library) to conduct active canvassing including weekly CENSUS 2020 Educational Workshops.

B. Use of Funds:

\$60,000 will be utilized for staffing, mileage and general operating expenses.

C. Approvals:

1. <u>Carmen Segovia</u> <u>10/31/19</u> Division Director Date	3. <u>Jay Webster</u> <u>11/1/19</u> Chief Financial Officer Date
2. <u>PRGHT</u> <u>11/1/19</u> Director of Community Development Date	4. <u>JTE</u> <u>11/4/19</u> Chief Executive Officer Date

D. Board:

☐ Policy Council	☐ PRE Presentation	☐ B&F Approval	☐ Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Medi-Cal Outreach Grant

Funder Name: Department of Human Services

Grant Program Name: 211/Friendship House

Community Center

Funding Period: 2020-2021

CFDA #: N/A

Division Director: Pritika Ram

Program Manager: Irene Fonseca/Lois Hannible

☒ **New Funding.**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK will be applying to Kern County Department of Human Services (DHS) Medi-Cal Outreach grant, which will be shared among two programs, 211 Call Center and the Friendship House Community Center.

Through the 211 program, staff will be hired to complete full or partial (to be determined) Medi-Cal applications for DHS eligible clients using the DHS C4Yourself platform. This will include screening all callers that utilize 211 for health insurance, which will significantly increase the number of screenings. Currently, our 211 program receives over 100,000 calls per calendar year. In addition, the Friendship House Community Center will add staff members to provide and assist with the outreach activities. Through the FHCC, staff will set-up Medi-Cal booths at various resources fairs to help with outreach and enrollment and community and resource health fairs, as well as at the CAPK Food Bank commodity distributions, senior food giveaways, and at CAPK WIC sites throughout Kern County. FHCC, SYC & Head Start parents will also be contacted to provide information and assistance regarding Medi-Cal Health Care coverage/benefits.

B. Use of Funds:

CAPK is requesting approximately \$632,000 to hire 4-1.0 FTE 211 Program Specialists, purchase 4 Desktop computers, and cover travel and training costs. For the FHCC, funds will be used to pay for Program Manager=0.10 FTE, 2.25 FTE Program Educators, including operational costs.

C. Approvals:

1. <u>Carm Segura</u> 11/6/19 Division Director Date	3. <u>Jay Webster</u> 11/6/19 Chief Financial Officer Date
2. <u>Pritika</u> 11/6/19 Director of Community Development Date	4. <u>JIT</u> 11/6/19 Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE-Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended October 31, 2019 – **Info Item**

Date: November 13, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through October 31, 2019. Four months (50%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 45% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 36% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds

Non-Federal Share (Head Start and Early Head Start Combined)

Non-Federal share is at 49% of the budget.

Start-up

CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 3% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: July 1, 2019 - February 29, 2020

Report Period: July 1, 2019 - October 31, 2019

Month 4 of 8 (50%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	2,544,323	3,510,610	42%	58%
FRINGE BENEFITS	2,052,975	957,257	1,095,719	47%	53%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	151,251	262,609	37%	63%
CONTRACTUAL	51,529	37,502	14,027	73%	27%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	1,034,248	900,443	53%	47%
INDIRECT	1,012,616	472,346	540,270	47%	53%
TOTAL BASE FUNDING	11,520,604	5,196,928	6,323,676	45%	55%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	24,336	15,294	9,042	63%	37%
SUPPLIES	17,206	2,231	14,975	13%	87%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	21,302	39,127	35%	65%
INDIRECT	10,763	3,883	6,880	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	118,391	42,710	75,681	36%	64%

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	56,252	(56,252)		
INDIRECT	0	5,586	(5,586)		
TOTAL CARRYOVER	1,812,348	61,838	1,750,510	3%	97%

GRAND TOTAL HS FEDERAL FUNDS	13,451,343	5,301,476	8,149,867	39%	61%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,319,728	668,213	651,515	51%	49%
CALIF DEPT OF ED	2,953,796	1,425,669	1,528,127	48%	52%
TOTAL NON-FEDERAL	4,273,524	2,093,882	2,179,642	49%	51%

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

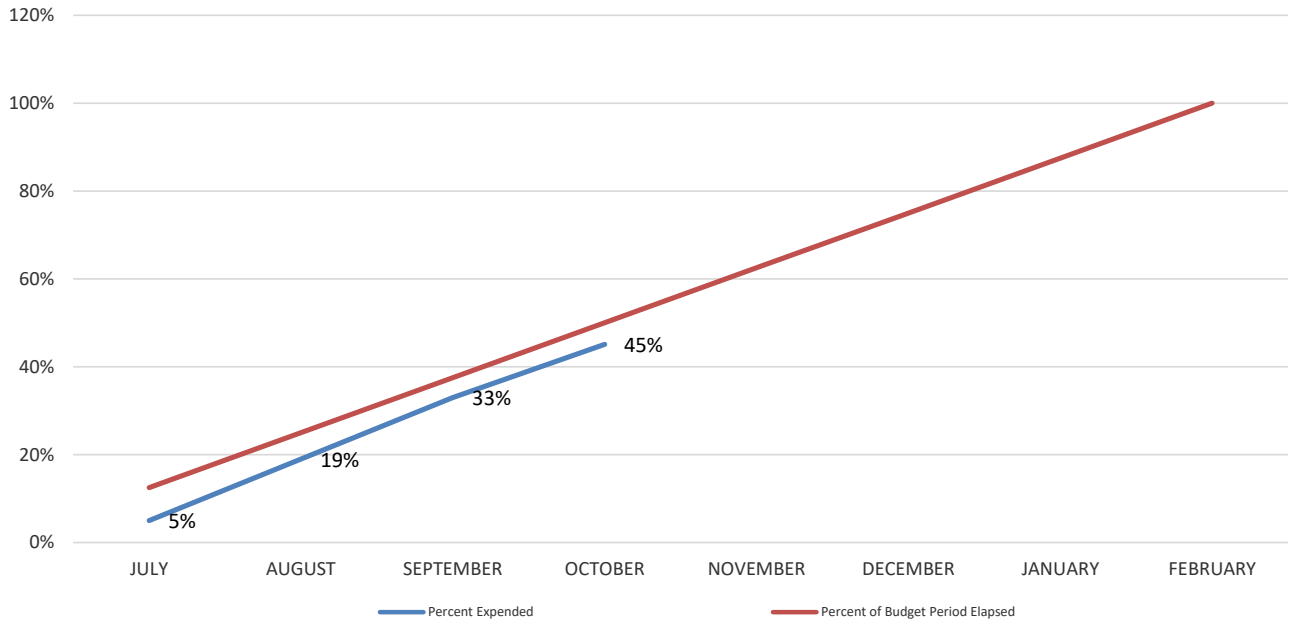
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019.

Administrative Cost for HS and EHS Kern 10.6%

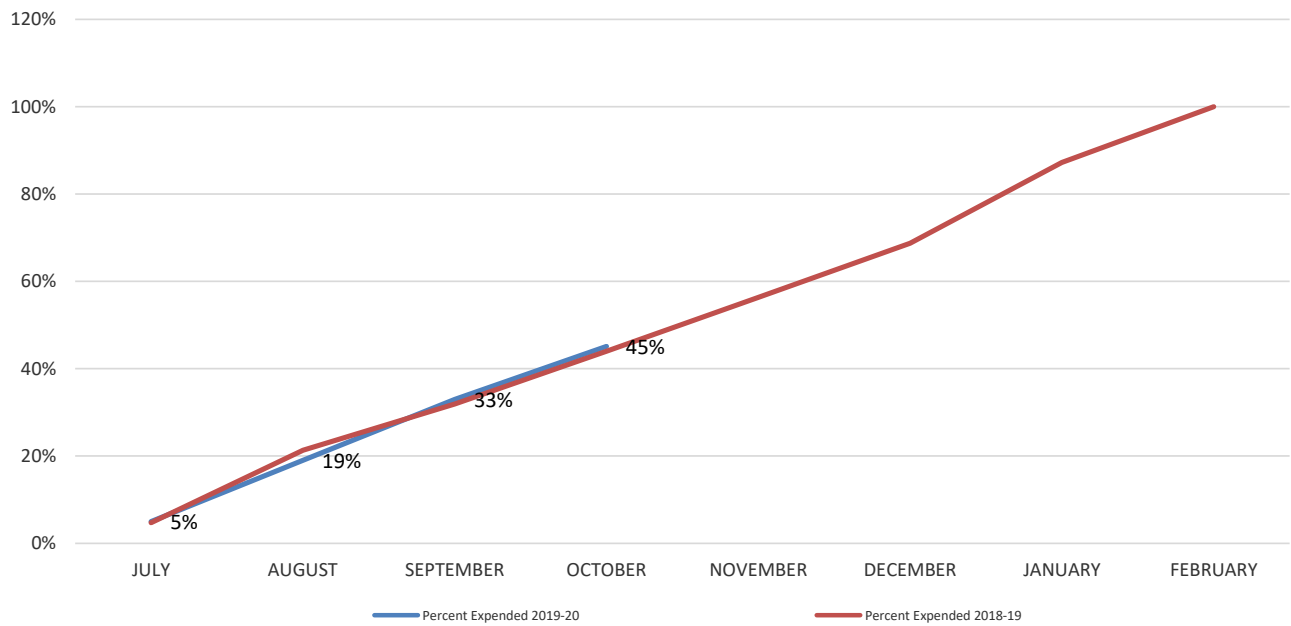
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	33,614				33,614	10/31/2019
Lowe's	11,632	9,660			21,292	10/25/2019
Smart & Final	354				354	11/1/2019
Save Mart					0	N/A
Chevron & Texaco Business Card	12,258				12,258	11/6/2019
Home Depot					0	N/A
	57,859	9,660	0	0	67,518	

Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended October 31, 2019 – **Info Item**

Date: November 13, 2019

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period July 1, 2019 through October 31, 2019. Four months (50%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 30% of the budget, which is on trend with expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 49% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

Start-up

CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately and are in progress. Overall expenditures are at 5% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: July 1, 2019 - February 29, 2020
Report Period: July 1, 2019 - October 31, 2019
 Month 4 of 8 (50%)

Prepared 11/08/2019

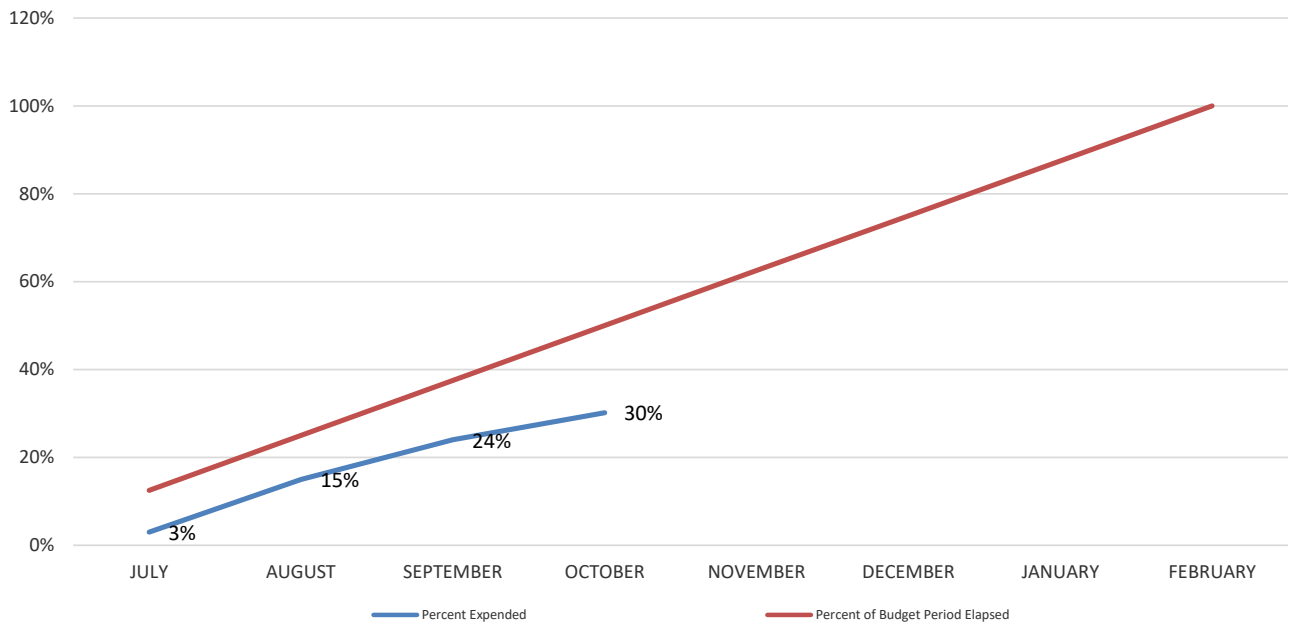
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	925,942	2,329,025	28%	72%
FRINGE BENEFITS	1,153,189	292,924	860,265	25%	75%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	68,777	176,963	28%	72%
CONTRACTUAL	17,923	26,614	(8,691)	148%	-48%
CONSTRUCTION	0	0	0		
OTHER	533,536	257,109	276,427	48%	52%
INDIRECT	513,643	154,057	359,586	30%	70%
TOTAL BASE FUNDING	5,718,998	1,725,424	3,993,574	30%	70%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	8,217	21,902	27%	73%
SUPPLIES	3,319	824	2,495	25%	75%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	62,942	40,939	22,003	65%	35%
INDIRECT	10,217	4,998	5,219	49%	51%
TOTAL TRAINING & TECHNICAL ASSISTANCE	112,390	54,978	57,412	49%	51%
START-UP					
SUPPLIES	349,500	59,641	289,859	17%	83%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	31,991	263,334	11%	89%
INDIRECT	0	9,129	(9,129)		
TOTAL CARRYOVER	2,137,252	100,761	2,036,491	5%	95%
GRAND TOTAL EHS FEDERAL FUNDS	7,968,640	1,881,162	6,087,478	24%	76%

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

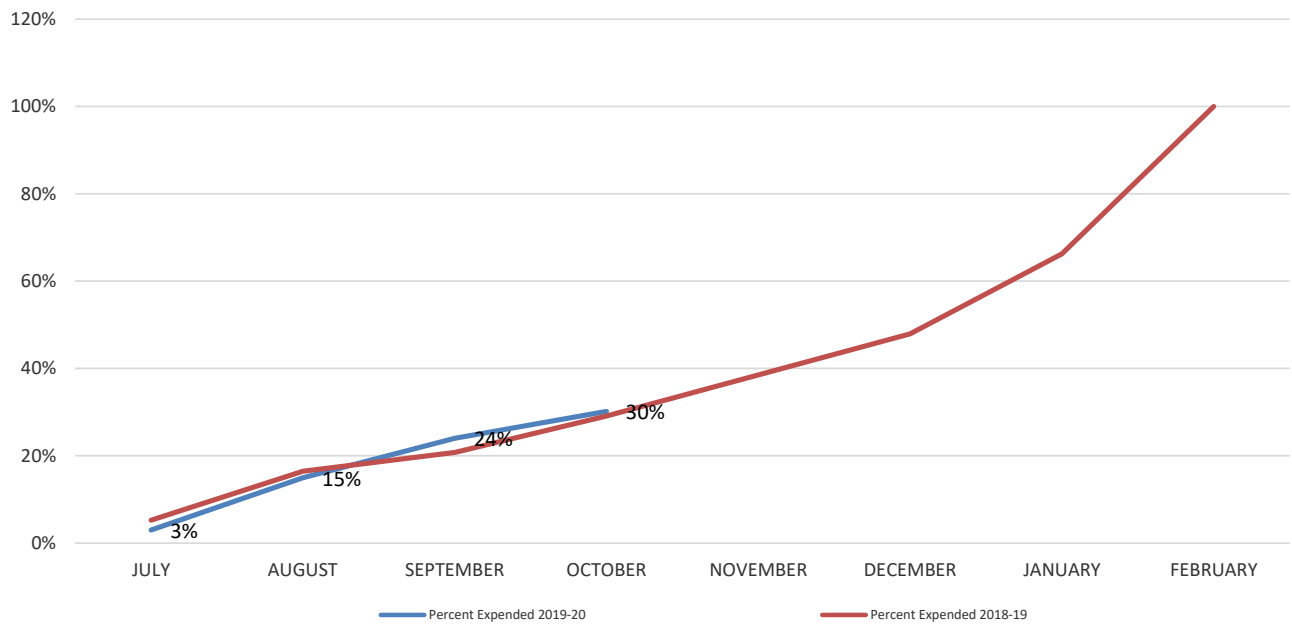
Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: July 1, 2019 through February 28, 2020
Report for period ending October 31, 2019 (Month 4 of 8)

Page 1 of 1

Percent of year elapsed: 50.0%

LOCATION	Enroll- ment	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Shafter	20	3,439	9,391	9,544	166	22,541	14,889	151%
Sunrise Villa	20	0	1,729	8,119	12,367	22,216	14,889	149%
Broadway	40	0	5,037	12,489	15,299	32,826	29,779	110%
Heritage	40	0	2,979	11,975	15,657	30,612	29,779	103%
Planz	20	0	2,549	6,267	6,263	15,079	14,889	101%
Virginia	40	0	2,575	11,651	14,359	28,585	29,779	96%
Fairfax	40	0	4,362	11,644	9,124	25,131	29,779	84%
Delano	76	0	7,546	16,320	22,221	46,088	56,579	81%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	14,439	19,356	75%
Wesley	60	0	5,804	9,435	17,381	32,620	44,668	73%
Willow	55	0	2,994	10,035	15,721	28,750	40,946	70%
Martha J. Morgan	44	0	2,851	8,037	9,337	20,225	32,756	62%
East California	56	0	3,020	9,812	12,099	24,930	41,690	60%
Harvey L. Hall	156	14,027	15,171	19,169	10,773	59,140	116,136	51%
Alicante	20	1,832	1,534	1,977	1,812	7,155	14,889	48%
Alberta Dillard	80	0	8,218	18,514	202	26,934	59,557	45%
Seibert	40	0	0	6,592	6,226	12,819	29,779	43%
San Diego Street	40	2,269	1,761	4,746	3,896	12,672	29,779	43%
Sterling	124	11,837	12,270	13,241	366	37,713	92,313	41%
Taft	66	0	5,094	14,576	0	19,670	49,135	40%
Rosamond	80	0	6,131	17,498	182	23,810	59,557	40%
Fairview	40	0	1,733	9,287	233	11,253	29,779	38%
Oasis	57	0	2,520	5,399	6,747	14,667	42,434	35%
Pete H. Parra	128	11,208	14,041	7,267	366	32,881	95,291	35%
Primeros Pasos	80	4,041	8,164	7,548	245	19,998	59,557	34%
Lamont	40	0	1,156	8,549	124	9,830	29,779	33%
Tehachapi	34	0	1,148	3,028	3,006	7,182	25,312	28%
California City	34	0	3,043	2,668	153	5,863	25,312	23%
McFarland	20	0	0	2,983	133	3,116	14,889	21%
Home Base	124	3,164	1,881	2,419	535	7,998	46,157	17%
Vineland	20	0	595	1,278	257	2,130	14,889	14%
Cleo Foran	23	0	0	0	718	718	17,123	4%
Mojave	20	0	0	125	70	195	14,889	1%
Administrative Services	1,763	0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	8,056	26,302	31%
Policy Council and RPC		0	0	81	290	372	27,093	1%
SUBTOTAL IN-KIND	1,763	56,653	146,336	275,118	190,106	668,213	1,319,728	51%

State General Child Care*	164,884	149,146	142,941	209,463	666,434	1,181,518	56%
State Preschool*	94,393	98,908	160,287	359,757	713,346	1,654,126	43%
State Migrant Child Care*	14,766	12,732	11,317	7,073	45,889	118,152	39%
SUBTOTAL CA DEPT of ED	274,043	260,787	314,546	576,293	1,425,669	2,953,796	48%

GRAND TOTAL 330,696 407,123 589,664 766,399 2,093,882 4,273,524 49%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended October 31, 2019 – **Info Item**

Date: November 13, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through October 31, 2019. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 69% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 71% of the budget. The combined personnel and fringe benefits expenses are at 71% of the budget.

Non-Federal Share

Non-Federal share is at 68% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - October 31, 2019

Month 9 of 12 (75%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	2,192,320	922,612	70%	30%
FRINGE BENEFITS	923,567	605,735	317,832	66%	34%
TRAVEL	20,232	16,060	4,172	79%	21%
SUPPLIES	140,925	106,230	34,695	75%	25%
CONTRACTUAL	12,078	5,286	6,792	44%	56%
OTHER	600,638	384,751	215,887	64%	36%
INDIRECT	456,781	320,243	136,538	70%	30%
TOTAL	5,269,153	3,630,625	1,638,528	69%	31%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	19,397	19,915	49%	51%
FRINGE BENEFITS	11,534	10,577	957	92%	8%
TRAVEL	15,673	11,447	4,226	73%	27%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	28,367	2,056	93%	7%
INDIRECT	10,833	7,742	3,091	71%	29%
TOTAL	119,175	85,210	33,965	71%	29%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	3,715,835	1,672,493	69%	31%
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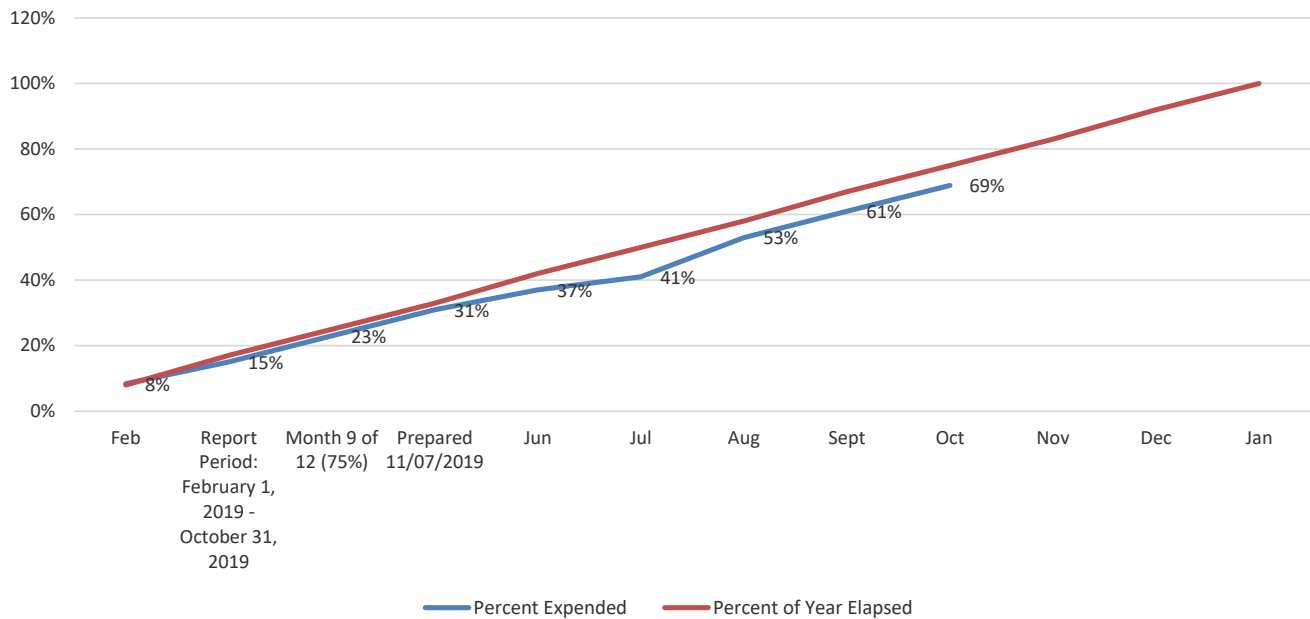
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	914,123	432,960	68%	32%
TOTAL NON-FEDERAL FUNDS	1,347,083	914,123	432,960	68%	32%

Centralized Administrative Cost	7.1%
Program Administrative Cost	2.5%
Total Administrative Cost	9.6%

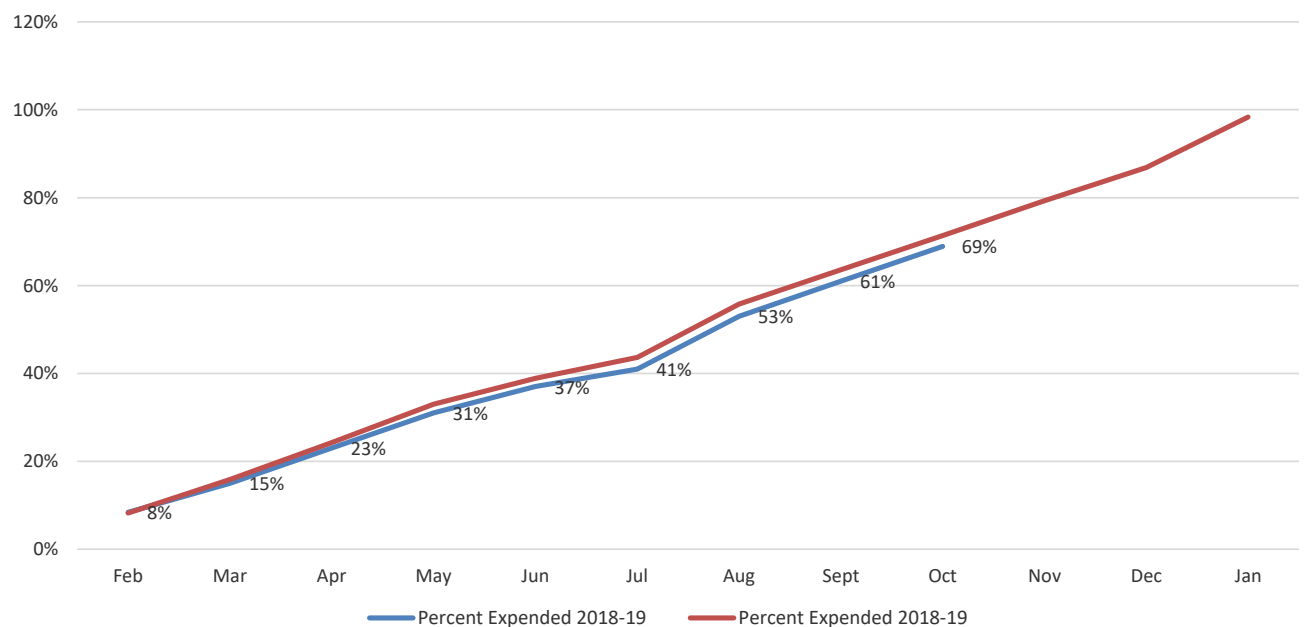
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending October 31, 2019 (Month 9 of 12)

Percent of year elapsed: 75%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	9,565	0	94,240	97,040	97%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,063	3,395	4,433	3,426	17	31,272	33,271	94%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	316	95,621	133,083	72%
Home Base - Stockton	90	18,088	24,844	20,686	23,400	12,149	18,370	18,728	14,869	0	151,133	249,531	61%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,080	12,824	266	93,720	166,354	56%
Chrisman	30	12,312	16,785	11,548	8,606	3,809	8,606	14,242	12,808	116	88,832	166,354	53%
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	50	68,865	133,083	52%
Kennedy	16	7,180	5,402	7,181	4,740	2,063	5,560	6,831	5,897	100	44,953	88,722	51%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	0	43,837	88,722	49%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	83	57,636	133,083	43%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	0	8,825	33,271	27%
Administrative Services		251	1,678	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,655	13,104	12,925	11,078	10,388	132,793	21,858	608%
Policy Council		57	187	0	175	48	0	0	0	0	467	2,713	17%
SUBTOTAL IN-KIND	313	107,421	131,485	131,111	130,817	62,558	100,553	126,077	112,764	11,336	914,123	1,347,083	68%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended October 31, 2019 – **Info Item**

Date: November 13, 2019

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2018 through October 31, 2019. Eight months (67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 5% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 9% of the budget.

Start-Up

Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 2% of the budget.

Non-Federal Share

Non-Federal share is at 8% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - October 31, 2019

Month 8 of 12 (67%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	56,441	551,684	9%	91%
FRINGE BENEFITS	192,825	13,532	179,293	7%	93%
SUPPLIES	46,656	1,351	45,305	3%	97%
CONTRACTUAL	766,959	17,224	749,735	2%	98%
OTHER	153,605	7,911	145,694	5%	95%
INDIRECT	167,944	8,036	159,908	5%	95%
TOTAL BASE FUNDING	1,936,114	104,495	1,831,619	5%	95%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	3,088	2,362	726	76%	24%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	1,580	25,116	6%	94%
INDIRECT	4,471	394	4,077	9%	91%
TOTAL TRAINING & TECHNICAL ASSISTANCE	49,185	4,335	44,850	9%	91%

START UP

SUPPLIES	258,000	9,333	248,667	4%	96%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	470	44,985	1%	99%
TOTAL START UP	500,000	9,802	490,198	2%	98%

GRAND TOTAL EHS FEDERAL FUNDS	2,485,299	118,633	2,366,666	5%	95%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	40,775	487,919	8%	92%
TOTAL NON-FEDERAL	528,694	40,775	487,919	8%	92%

Budget reflects Notice of Award #09HP000163-01-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2019.



MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer 

DATE: November 13, 2019

RE: *Agenda Item 5c:* Changes to Human Resource and Finance Job Descriptions
– **Action Item**

We are proposing the adoption of a new job description for Human Resource Generalist and changes to existing job descriptions in the Human Resource and Finance Divisions.

First, the Human Resource Division has budgeted the position of Human Resource Generalist for the current fiscal year. However, a job description was not brought before the Board for approval.

A job description for the position of Human Resource Generalist was written in collaboration with the Human Resource team. The position was pointed by the Human Resource Manager and Chief Financial Officer at a Grade 9.

The staffing of the agency is approximately 900 individuals. The complexity of the organization continues to grow as we are currently operating 72 different sources of funding. Our scope, influence and staffing levels continue to expand. Accordingly, the Human Resource Division requires additional support at a Human Resource Generalist level. The additional staff will allow us to continue pursuing the human resource related strategic objectives of maintaining an adequate work force.

Second, we are proposing modifications to the existing Human Resource Manager position to be renamed to a Human Resource Administrator. The scope of the position will significantly change. The job description has been modified with a greater focus on staff development and retention to align with the agency's strategic plan. The Human Resource budget has capacity to accommodate this change.

Finally, we are proposing to remove the benefit management responsibilities from the Human Resource Administrator. These responsibilities will be moved the payroll department. This is a natural administrative fit for these functions and the align with the requirements of accountability and accuracy. We are proposing a modification the Payroll/HRIS Manager's job description to be

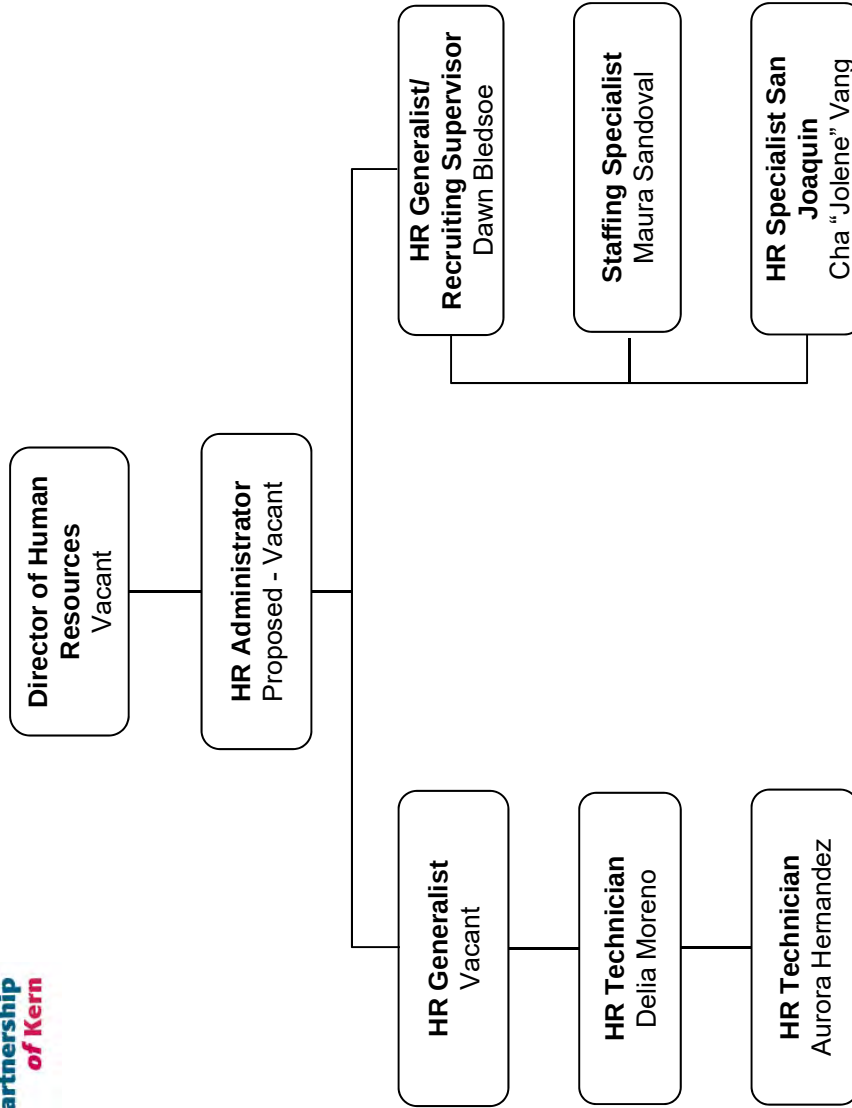
a Payroll/HRIS Administrator as the assumption of new tasks, greater supervision, and responsibilities changes the overall scope of the job. Due to the increase in the number of grants and contracts, the Finance budget has capacity to accommodate this change.

Recommendation:

Staff recommends approval to implement the proposed job description for Human Resource Generalist and changes to the job descriptions of Human Resources Administrator and Payroll/HRIS Administrator

Attachment: Human Resource Division Org Chart
Human Resource Generalist Job Description
Human Resources Administrator Job Description
Finance Division Org Chart
Payroll/HRIS Administrator Description

Human Resources



**COMMUNITY ACTION PARTNERSHIP of KERN
HUMAN RESOURCE Generalist**

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 9 **FLSA Status:** Non-Exempt **Date Approved:** 11/20/19

SUMMARY

Performs human resources duties at a professional level and may carry out responsibility in some or all of the following functional areas: employee relations, training, employment, compensation, affirmative action and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

1. Partners with employees and management to communicate various human resource policies, procedures, laws, standards and government regulations.
2. Prepare and conduct human resources related employee training as required
3. Conduct and coordinate the orientation, training, and separation of personnel for the Agency and activities involved in staff development and training. Assist in establishing and maintaining related timelines and priorities. Assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
4. Assists management with corrective action and disciplinary documentation.
5. Assists with employee relation issues such as employee complaints, harassment allegations and civil rights complaints. Ensure proper steps are taken to address employee concerns.
6. Ensures compliance with regulations and procedures by providing advice and guidance to employee by checking data/resources including the Employee Policy Manual, internal resource documents and by seeking advice from the HR Director.
7. Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance to the unemployment insurance program.
8. Provide and support staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.

9. Interpret policies, procedures, and regulations; prepare reports, correspondence, and a variety of written materials
10. Assist in conducting investigations as required
11. Monitor and prepare appropriate employee status changes
12. Conducts exit interviews, analyzes data
13. Assist in providing office training programs in areas related to personnel management. Coordinate and conduct training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver oral presentations.
14. Provide support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
15. Assist in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
16. Assist in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
17. Provide information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
18. Serve as contact for employees regarding benefit related issues and questions.
19. Receive and prioritize claims, questionnaires and other unemployment related data.
20. Use details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
21. Represent the office in unemployment hearings as needed.
22. Travel to worksites to provide information and meet with employees on various matters.
23. Assist with special projects

B. Other Job Specific Duties:

1. Works on special projects as assigned
2. Conducts and attends meetings, trainings and professional growth activities, as required.
3. Works alternative hours as required.
4. Performs any other like duties as assigned

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Agency policies and procedures
 Applicable federal, state, and local laws, codes, and regulations
 Departmental policies and procedures
 Current problems of socially and economically challenged families
 Modern office procedures and equipment including computers
 Word processing and other related software applications.

Ability to:

Plan, organize, and allocate resources.
 Work independently.
 Prepare clear, concise reports.
 Exercise sound, independent judgment within general policy guidelines.
 Provide guidance and interpret and explain policies and procedures.
 Analyze problems; identify alternative solutions.
 Communicate effectively verbally and in writing.

Work with accuracy and attention to detail.
 Operate and use modern office equipment.
 Effectively organize and prioritize assigned work.
 Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Four-year degree from college or university in Public or Business Administration, Personnel Administration, Education Administration, or closely related field. Demonstrated experience as a Human Resources Specialist may be substituted for the education requirement on a year for year basis.
- Three years' experience in human resources; emphasis on experience as a Human Resources generalist, one (1) year of which in a supervisory experience.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing. Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.
- Drive vehicle to conduct work

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Human Resources Generalist			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONA LLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x			x		

COMMUNITY ACTION PARTNERSHIP of KERN Human Resources Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assist the HR Director with strategic leadership, implementation and coordination of Human Resources and Internal Communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:

Receives supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

Assist with the supervision of HR staff in the absence of the HR Director. HR staff includes: , Human Resources Technicians, Human Resource Generalist, Human Resource Specialist, Staffing Specialist, and HR Generalist/Recruiter Supervisor

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

Human Resources Responsibilities

1. Assists Director in strategic planning and implementation of HR best practices and processes; position is a hands-on leadership role.
2. Provide technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in activities such as
 - o Reviewing transcripts and professional certifications
 - o Employment processing
 - o Posting personnel information and maintaining records and files
 - o Classification and compensation, staff development, special projects and other operational services
 - o Determine workload, priorities and adjust assignments as needed to meet established timelines
3. Plan, design and coordinate administrative procedures to ensure effective and efficient service delivery. Review, evaluate and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements and implement modifications for work simplification.

4. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; assists in conducting investigations; maintaining records; representing the organization at EDD hearings.
5. Coordinate and participate in conducting classification and compensation studies. Recommend allocation of positions to classifications and salary ranges. Coordinate the writing of job descriptions.
6. Coordinates recruitment to include: job announcements and advertisements, applicant screening and interviewing; evaluating work history and education to ensure applications are complete and that applicant meets minimum qualifications for the position; schedule and conduct interviews with department representative. Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state and local laws and regulations.
7. Assist and provide guidance to HR staff in trainings such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
8. Assist with employee status changes, new hire and terminations and ensure ADP compliance. Work with Payroll to ensure employee status changes are finalized.
9. Support management by interpreting policies, procedures and regulations; providing human resources advice and counsel.
10. Assists with Coordinating and conducting employee investigations when needed. Makes recommendations as to appropriate actions to be taken in regards to the outcome of employee investigations.
11. Oversees the preparation and administration of corrective employee actions in cooperation with Supervisors.
12. Assist in the administration of termination processes advising management on Partnership policies and practices.
13. Provide technical human resource expertise to all levels of organization staff and public regarding human resource matters. Interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation. Justify decisions, negotiate or resolve significant and /or controversial issues related to human resources management, including discipline, organizational matters and personnel programs.
14. Act as liaison to Union representatives to assist Director in communications, negotiations and implementation of Union Agreements.
15. Assist HR Director in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values.
16. Assists Director in the administration and tracking of Employee Performance Evaluations.
17. Assists with the DMV Pull Notice program
18. Prepare and/or review reports, recommendations and proposals as requested.
19. Plan and conduct administrative studies relative to present and future human resource needs of the Organization and conduct other studies as directed.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Internal Communications Responsibilities

1. Implement internal Human Resources communications elements of agency strategic communications plan.
2. Assists in maintaining current and accurate Employee Handbook.
3. Develop, or consult with others as requested, internal communications including position descriptions, reminders, memos, executive emails, sponsorships, other.

4. Set goals, in consultation with Executive Director, regarding effectiveness of internal communications; develop metrics; gather data and report results.

Staff Development Responsibilities

1. Produce organizational strategy and plans to meet training and development needs for managers.
2. Develop, implement and maintain a leadership and management training program.
3. Develop, deliver, and support the execution of talent development and training initiatives for all staff.
4. Orchestrate cultural development and change initiatives that foster organizational learning and improvement.
5. Establish, implement and maintain a process for measuring the success of training efforts both individually and organizationally.
6. Identify individual groups and organizational development opportunities.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations critical to HR functions and personnel management
- Modern office practices, methods, procedures and equipment including computers
- Word processing, spreadsheet, database, and other related software applications

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and use basic statistical methods.
- Ability to understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team
- Work closely with the HR Director and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in Human Resources or related field preferred.
- p
- Two years of experience in a management position requiring supervision of staff preferred
- Must have a demonstrated experience capacity to work well with others, be well organized, and have above average language, writing and public relations skill
- Proficiency with Microsoft products, HR and benefits administration programs
- Experience may substitute for education at the discretion of the Executive Director.

- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a fingerprint background check, physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

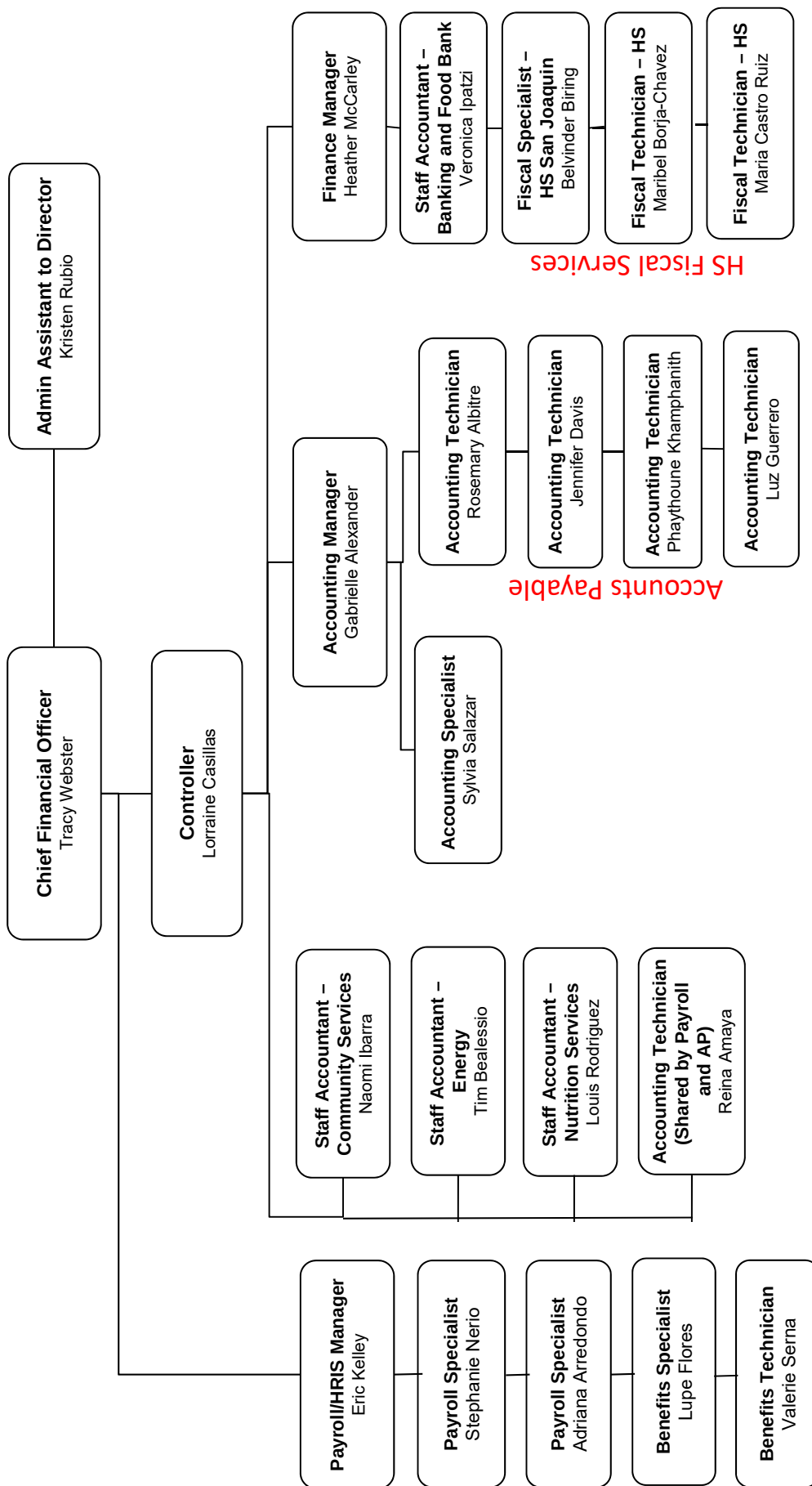
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Human Resources Administrator			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x

Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100 lbs+	X					

Finance Division



COMMUNITY ACTION PARTNERSHIP of KERN Payroll/HRIS Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:**

SUMMARY: Manages the Payroll function for the CAPK bi-weekly payroll which includes timely and accurate payments to CAPK employees. Ensures proper time recording procedures are in place. Manages time and attendance system and transfer of data to payroll. Responsible for proper accrual tracking and pay-outs of vacation time, sick leave and/or floating holiday when required. Manage payroll adjustments. Acts as primary Administrator for all ADP Payroll and Human Resources (HRIS) systems. This position is the primary point of contact and subject matter expert ensuring data integrity, testing of ADP system changes/upgrades, testing, report writing and analyzing data flows for process improvement opportunities. Prepares a variety of reports and reviews system specifications and data interfaces to identify irregularities and troubleshoot issues. Acts as systems/technical point-of-contact for the HR and Payroll team. Focuses on initiatives to automate and streamline system analysis, data integration and reporting capabilities. Responsible to be current on Payroll and HR law.

SUPERVISION RECEIVED:

Receives supervision from the Chief Financial Officer

SUPERVISION EXERCISED:

Payroll Specialists, Benefits Specialist, and Benefits Technician

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:

Payroll/HRIS Responsibilities

1. Manages the Payroll function for the CAPK bi-weekly payroll which includes timely and accurate payments to CAPK employees. Ensures proper time recording procedures are in place. Manages time and attendance system and transfer of data to payroll. Manage payroll adjustments.
2. Responsible for proper accrual tracking and pay-outs of vacation time, sick leave and/or floating holiday when required. Ensures timely processing of termination checks. Ensures accurate payroll deductions including state and federal taxes, benefit deductions, garnishments etc.
3. Ensure that all local, state, and government laws relating to the payment of employees are followed. Responsible for payroll tax reports and paying the employer's share of applicable taxes.

4. Acts as primary Administrator for all HR software systems and is the primary point of contact for the HRIS/ADP systems.
5. Responsible for all ADP software integration of the HRIS system: Benefits, Time & Attendance, Recruitment, Background Checks, Compensation, Performance Evaluations, Organizational Structure in ADP and other applications that may be added.
6. Assists in the review, testing and implementation of HRIS/ADP system upgrades or patches. Collaborates with functional and technical staff to coordinate application of upgrades or fix. Maintain HRIS/ADP system tables.
7. Researches and resolves HRIS/ADP problems, unexpected results or process flaws; perform scheduled activities; recommends solutions or alternate methods to meet requirements.
8. Guides and trains staff in tasks, data entry and HRIS/ADP system functions. Trains and guides users in utilizing HRIS/ADP and Time and Attendance. Documents processes/procedures for department use. Creates training documents for ADP Time & Attendance, Performance Evaluation tool and other documentation that employees are required to use.
9. Liaison with third parties and other stakeholders, e.g. payroll, benefit vendors, etc. Works to resolve any billing issues in regards to payroll and benefits. Maintain awareness of current trends in HRIS/ADP with a focus on product and service development, delivery and support, and applying key technologies.
10. Ensure confidentiality of employee, business, HRIS and other sensitive data. Represents CAPK at required trainings/meetings as requested.
11. Special projects as assigned.

Other Job Specific Duties: ADP HRIS

1. Ensures that key metric reports are developed and implemented in a timely manner and ensures that high quality data is presented in a logical and understandable format for the user.
2. Manages day-to-day reporting requests, while maintaining various tables/codes in the system.
3. Ensures data integrity and identifies opportunities for improvement.
4. Detects, troubleshoots, and resolves data anomalies in a time critical environment.
5. Identifies issues and initiates resolution. Generates reports from HRIS/ADP and/or other systems to assist in compensation analysis.
6. Supports the annual performance management program including annual merit increases and tracking of performance reviews.
7. Recommends process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation.
8. Assists with various surveys by retrieving the appropriate data, completes survey questionnaires, and coordinates with survey vendors.
9. Special projects, as assigned.

Benefits Management

1. Administers employee medical, dental, vision, life and AD&D insurance plans and retirement. Acts as an information resource on employee benefits and coverage.
2. Review enrollments, changes, cancellations and COBRA notifications. Ensures employees pay proper insurance premiums based on employee status. Ensure reminder notices for insurance premiums to employees on leave are submitted. Ensure regular communication with employees on leave regarding insurance contribution obligations.
3. Manages all tasks related to employee leaves including tracking leaves, determining

eligibility in compliance with Federal and State laws (FMLA, CFRA, PDA, ADA, etc.), ensures correspondence with employees on leave, ensure insurance premiums are made timely if necessary. Ensure communication to managers of employee status and when employee is expected to return to work.

4. Oversees the coordination and communication of enrollment meetings for annual benefits enrollment. Ensures all benefits information is up to date for new benefit year. Ensure timely communication to employees on benefit changes, enrollment dates and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
5. Supervises and reviews the monthly reconciliation of premium statements.
6. Coordinates retirement meetings with vendor. Communicates eligibility notices and compliance documents as required.
7. Supervises and reviews the routine reconciliation of employee benefit deductions and calculates, enters, and monitors special-circumstance deduction per employee as needed. Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
8. Supervises and reviews follow-up correspondence pertaining to personnel actions.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Knowledge of HRIS/ADP database, design, structure, functions and processes, such as ADP, Talent Acquisition Management, Background Check Software, HRIS/ADP/Payroll Time Management Systems
- Advanced knowledge of MS, Excel, Word, and Power Point.
- Demonstrated knowledge of mathematical/statistical methods to develop reports and design presentations and graphs utilizing Microsoft Excel and Microsoft PowerPoint
- Knowledge of HRIS software including integrations of HR data between multiple systems such as HR and Payroll.
- Previous exposure to project-related activities through active participation in system-related projects.
- Payroll processing standards and state & federal laws.

Ability to:

- Ability to handle multiple projects simultaneously
- Ability to adhere to strict confidentiality standards
- Ability to detect, troubleshoot, and foresee anomalies in data
- Ability to handle a heavy workload, prioritize work, and meet deadlines

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor degree in Business, Information Systems, Human Resources or related field or equivalent combination of education and experience.
- 3-5 Years in Payroll Experience

- Minimum of three years of functional experience in Human Resources HRIS software and/or Three years' experience with ADP HRIS System is required
- 2-3 Years of Benefits Management Experience
- Five years experience with progressive responsibility, including personnel functions and supervision
- Certified Payroll Professional (CPP) is desired

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Payroll/HRIS Administrator			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting Waist			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X

Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100lbs+	x					



MEMORANDUM

TO: Budget & Finance Committee
FROM: Tracy Webster, Chief Financial Officer 
DATE: November 13, 2019
RE: *Agenda Item 5d*: Federal Financial Report – **Info Item**

Head Start guidelines require that Standard SF-425 – Federal Financial Report (FFR) be used by grantees to report financial data at three intervals (semi-annual, annual, and final).

The following semi-annual FFR was filed:

- San Joaquin EHS : #09CH010071-05 (2/1/19 – 1/31/20)

The following annual FFR was filed:

- EHS Partnership – Kern : #09HP0036-04 (9/1/18 – 8/31/19)

Attached is the annual and final Federal Financial Report that was uploaded to the Grant Solutions system before the October 30, 2019, deadline.

Attachment: SF-425 Federal Financial Report – San Joaquin EHS – (Semi-Annual)
SF-425 Federal Financial Report – EHS Partnership – Kern (Annual)

(Follow form instructions)

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09HP0036-04	Page 1 of 1 pages
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3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type ☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☒ Accrual
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8. Project/Grant Period (Month, Day, Year) From: 09/01/2018	To: 08/31/19	9. Reporting Period End Date (Month, Day, Year) 08/31/19
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10. Transactions	Cumulative
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(Use lines a-c for single or combined multiple grant reporting)

Federal Cash (To report multiple grants separately, also use FFR Attachment):

a. Cash Receipts	\$ 0.00
b. Cash Disbursements	\$ 0.00
c. Cash on Hand (line a minus b)	\$ 0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$ 725,701.00
e. Federal share of expenditures	\$ 720,464.00
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (sum of lines e and f)	\$ 720,464.00
h. Unobligated balance of Federal funds (line d minus g)	\$ 5,237.00

Recipient Share:

i. Total recipient share required	\$ 181,425.00
j. Recipient share of expenditures	\$ 181,425.00
k. Remaining recipient share to be provided (line i minus j)	

Program Income:

l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	10% De minimis	10%	9/1/2018	8/31/2019	\$ 650,031.37	\$ 66,736.91	\$ 66,736.91
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer	c. Telephone (Area code, number, and extension) (661) 336-5236
	d. Email Address jtobias@capk.org
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 10/22/2019

14. Agency use only:

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Community Action Partnership of Kern
 Federal Financial Report 09HP0036-04 ANNUAL
 Line 12 Detail

	<u>Grant Amount</u>	<u>Unobligated Balance</u>
G098128 Base	708,901.00	634.41
G098121 T&TA	16,800.00	4,602.18
	725,701.00	5,236.59
	<u>Costs</u>	
Admin Cost	85,461.00	8.91%



MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: November 13, 2019

RE: Agenda Item 5x: Proposed Budget & Finance Committee Agenda Restructure –
Action Item

During the prior Budget & Finance Committee meeting, it was requested that the agenda be formatted to add a Consent section and a Special Presentation section. Accordingly, staff has drafted a proposed restructure of the Budget & Finance Committee agenda. The Special Presentation section would be utilized to review individual programs and their budgets. For the Consent Section, Committee Members would be asked to approve all the items listed in Consent. However, if a member of the Committee or of the public asks that an item be removed from the consent agenda the items must be considered and discussed separately.

The proposed schedule for Special Presentation would be as follows:

1. 2-1-1 Services
2. Coordinated Entry Services
3. Energy Department (LIHEAP, DOE, and DAP)
4. CSBG
5. VITA
6. Shafter Youth Center
7. Friendship House
8. Food Bank
9. Women, Infants & Children (WIC)
10. Central Kitchen (CACFP)
11. Head Start
12. CDE funded childcare (CSPP, CCTR, CMIG, CMSS)
13. Migrant Alternative Payment (CMAP)
14. Americorps
15. Cal Fresh Healthy Living
16. East Kern Family Resource Center

Items that are proposed to remain in New Business will include the following:

1. Head Start and Early Head Start Budget to Actual
2. Resolutions to approved submissions of new funding
3. Resolutions to approved continued funding of existing programs
4. Revisions to the Accounting and Financial Policies and Procedures
5. Chief Financial Officer Report
 - a. Discretionary Fund Update
 - b. Financial Statements

Items that are proposed to move to Consent include the following:

1. Application status reports and funding requests
2. Awards of contract based on competitive RFP
3. Consultant agreements

Recommendation:

Staff recommends the revised agenda format and committee recommendation is submitted to the Board for review and discussion.

Attachment: Proposed Budget & Finance Committee Meeting Agenda format

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
DATE
12:00 pm

AGENDA

1. **Call to Order**

2. **Roll Call**

Board Member Names

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the committee on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.)*

5. **New Business**

- a. Head Start and Early Head Start Budget to Actual Reports – ***Info Item***
- b. Resolution to Approve the Submission of the New Funding – ***Action Item***
- c. Application for Continued Funding of Existing Program with Resolution – ***Action Item***
- d. Chief Financial Officer Report:
 - i. Discretionary Fund Update – ***Info Item***
 - ii. Financial Statements, August 2019 - ***Action Item***

7. **Consent:** *(The Board will be asked to approve all of the following items by a single vote, unless a member of the Board or of the public asks that an item be removed from the consent agenda and considered and discussed separately.)*

- a. Application Status Report and Funding Requests
- b. Award of Contracts Based on Competitive RFP
- c. Consultant Agreements

8. **Committee Member Comments**

9. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
DATE
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

10. **Adjournment**

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, and online at www.capk.org by 9:00 am on DATE. Paula Daoutis, Administrative Coordinator.

DRAFT

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Pritika Ram, Director of Administration
Date: November 13, 2019
Subject: *Agenda Item 5f:* Resolution to Approve the Submission of the 2020 Community Service Block Grant (CSBG) Contract Number 20F-3015 from the Department of Community Services and Development – **Action Item**

Attached is the Community Services Block Grant (CSBG) Resolution and Contract. The contract term is January 1, 2020 through December 31, 2021. The 2020 estimated CSBG award for CAPK is \$1,469,933, which is an increase of \$19,598 from the current year.

The contract was received on November 7, 2019 and staff is currently working on the 2020 budget detail to be submitted with the contract, which is due thirty (30) calendar days from the date of the letter (November 7, 2019), for private non-profit agencies. A comprehensive budget will be submitted to the full Board of Directors once it is completed.

CSBG is CAPK's only funding source that allows the flexibility to support multiple low-income programs as well as administration. As with contracts in previous years, our 2020 CSBG contract will be used to support programs that serve areas of great need, but that have significant program and administrative funding gaps, such as Food Bank, VITA, Friendship House Community Center, Shafter Youth Center, and 2-1-1.

The attached Resolution #2019-22 provides authority to Chief Executive Officer, Jeremy T. Tobias, to sign the 2020 CSBG contract on behalf of the agency and to execute any amendments to the contract over the contract term.

Recommendation:

Staff recommends the Board of Directors approve Resolution Number 2019-22 to approve the 2020 Community Service Block Grant (CSBG) Contract (20F-3015) from the Department of Community Services and Development.

Attachments:
Resolution Number 2019-22
CSBG Contract #20F-3015

RESOLUTION # 2019-22

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2020 CSBG Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on November 20, 2019 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2020 CSBG Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2020 CSBG Contract and the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the State of California Department of Community Services and Development, and hereby requests the State of California Department of Community Services and Development provide financial assistance and the obligations that accompany said funds for the purpose of poverty fighting programs in Kern County. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by completing any and all application documents for submittal to the State of California Department of Community Services and Development on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 20th day of November 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

November 7, 2019

Dear Executive Director,

The Department of Community Services and Development (CSD) is pleased to announce the release of the 2020 Community Services Block Grant (CSBG) contract, with a contract term of January 1, 2020 through December 31, 2020.

CSBG is operating under a continuing resolution through November 21, 2019. CSD should receive California's initial notice of grant award in mid to late November 2019, informing CSD of the actual available funds for the first quarter. Upon receipt of the notice of grant award, CSD will issue a notification providing the allocated amount to expend.

Attached is the 2020 CSBG contract and the allocation spreadsheet, which is incorporated into the contract as Attachment A. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2020 Contract." The red-lined version of the 2020 CSBG contract language is available on the CSD Providers' Website in the CSBG drop-down menu under the Contracts tab at: <http://providers.csd.ca.gov>.

Please refer to Article 2.1, Required Documents, for all program specific requirements. Please be advised that in order to receive an advance or reimbursement, all contract documents and deliverables must be received and approved by CSD. Upon approval of your contract deliverables, your agency's advance payment will be automatically authorized. If your agency opts not to receive an advance, submit a letter on your organization's letterhead with the contract declining the working capital advance.

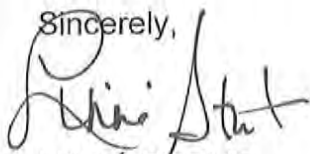
Also attached is a contract checklist and other information needed for execution of the contract. The contract packet must be completed, signed, and returned to CSD within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this letter. See the checklist for all required documents to be returned with the contract and the due date for contract deliverables.

On November 20, 2019, a recorded contract webinar will be uploaded to CSD's Providers' Website which will provide guidance on the contract elements and aid in the completion of the required forms. For any questions related to the contract submission, program requirements, or the contract webinar, please contact your assigned Field Representative.

Executive Director
Page Two

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to continuing to work in partnership with you to develop innovative and effective programs and strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

A handwritten signature in black ink, appearing to read "Linne Stout". The signature is fluid and cursive, with the first name "Linne" being more prominent than the last name "Stout".

LINNÉ STOUT
Director

Attachments

2020 CSBG Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or correction tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.
2. When you return the contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Provider's Website must be included in the back of the contract packet. Please do not use staples on any of the documents.

Contract Packet:

The following completed documents/forms must be returned in the contract packet within 30 days (45 days for public agencies). Please use the checkboxes below to indicate the documents/forms are included:

- ☐ Complete the contract face sheet (STD 213) with the name and title of the individual authorized to sign the contract
- ☐ Two exact copies of the contract, including the contract face sheet (STD 213). Each copy of the face sheet must be dated and signed in blue ink (wet signature) by the authorized individual.
- ☐ Federal Funding Accountability and Transparency Act (FFATA) form
- ☐ Signed Lobbying Form
- ☐ Current insurance documents or Self-Insurance Authority Certification if not already on file with CSD. New evidence of insurance is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☐ CSD Public Website Update Form 168
- ☐ A board resolution. (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes.)
- ☐ Updated organizational bylaws. (Not applicable if no changes have occurred in the past calendar year.)

Contract Deliverables:

The following contract deliverables (as applicable) must be submitted no later than December 17th, 2019; please email contract deliverables to your assigned field representative.

- Completed 425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Provider's Website.
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Costs
 - CSD 425.1.2 CSBG Budget Support Non-Personnel Costs
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative

2020 CSBG Contract Checklist

- CSBG Annual Work Plan (CSD 641)
- CSD 188 Agency Staff and Board Roster Form
- Board Meeting schedule
- Submit CSBG Annual Work Plan Modules 3 and 4 Targets via the [eGov ReportHub](#) database system.
- Submit the CSD 188, 425 Budget Series Forms, board meeting schedule, and CSBG Annual Work Plan (CSD 641) electronically to the assigned field representative.

All forms are located on the Forms page of the Provider's Website at <http://providers.csd.ca.gov>. Please Note: Per Article 5.2, Advance Payments – Amount, Subsection 5.2.1, Contractor will not be issued an advance or reimbursed for any costs incurred until CSD approves all contract deliverables.

Please return both completed contract packets within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

STANDARD AGREEMENT

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

20F-3015

PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is: January 1, 2020 through December 31, 2020

3. The maximum amount of this Agreement is: Total \$1,489,531.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble

Article 1 - Scope of Work

Article 2 - Contract Construction, Administration, Procedure

Article 3 - Agreement Changes*

Article 4 - Administrative Policies and Procedures*

Article 5 - Program Budget Requirements and Payments*

Article 6 - Financial Reporting*

Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting*

Article 8 - Compliance Policies and Procedures*

Article 9 - Federal and State Policy Provisions*

Definitions*

Table of Forms and Attachments*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

CONTRACTOR				California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>					
Community Action Partnership of Kern					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP					
5005 Business Park North, Bakersfield, CA 93309					
PRINTED NAME OF PERSON SIGNING			TITLE		
Jeremy T. Tobias			Chief Executive Officer		
CONTRACTOR AUTHORIZED SIGNATURE			DATE SIGNED		
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME					
Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING		TITLE			
Brian Dougherty		Deputy Director, Administrative Services			
CONTRACTING AGENCY AUTHORIZED SIGNATURE			DATE SIGNED		
I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval.					



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

November 7, 2019

Dear Executive Director,

The Department of Community Services and Development (CSD) is pleased to announce the release of the 2020 Community Services Block Grant (CSBG) contract, with a contract term of January 1, 2020 through December 31, 2020.

CSBG is operating under a continuing resolution through November 21, 2019. CSD should receive California's initial notice of grant award in mid to late November 2019, informing CSD of the actual available funds for the first quarter. Upon receipt of the notice of grant award, CSD will issue a notification providing the allocated amount to expend.

Attached is the 2020 CSBG contract and the allocation spreadsheet, which is incorporated into the contract as Attachment A. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2020 Contract." The red-lined version of the 2020 CSBG contract language is available on the CSD Providers' Website in the CSBG drop-down menu under the Contracts tab at: <http://providers.csd.ca.gov>.

Please refer to Article 2.1, Required Documents, for all program specific requirements. Please be advised that in order to receive an advance or reimbursement, all contract documents and deliverables must be received and approved by CSD. Upon approval of your contract deliverables, your agency's advance payment will be automatically authorized. If your agency opts not to receive an advance, submit a letter on your organization's letterhead with the contract declining the working capital advance.

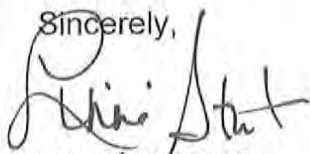
Also attached is a contract checklist and other information needed for execution of the contract. The contract packet must be completed, signed, and returned to CSD within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this letter. See the checklist for all required documents to be returned with the contract and the due date for contract deliverables.

On November 20, 2019, a recorded contract webinar will be uploaded to CSD's Providers' Website which will provide guidance on the contract elements and aid in the completion of the required forms. For any questions related to the contract submission, program requirements, or the contract webinar, please contact your assigned Field Representative.

Executive Director
Page Two

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to continuing to work in partnership with you to develop innovative and effective programs and strengthen our capacity to not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

A handwritten signature in black ink, appearing to read "Linne Stout". The signature is fluid and cursive, with the first name "Linne" written in a larger, more prominent script than the last name "Stout".

LINNÉ STOUT
Director

Attachments

2020 CSBG Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or correction tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.
2. When you return the contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Provider's Website must be included in the back of the contract packet. Please do not use staples on any of the documents.

Contract Packet:

The following completed documents/forms must be returned in the contract packet within 30 days (45 days for public agencies). Please use the checkboxes below to indicate the documents/forms are included:

- ☐ Complete the contract face sheet (STD 213) with the name and title of the individual authorized to sign the contract
- ☐ Two exact copies of the contract, including the contract face sheet (STD 213). Each copy of the face sheet must be dated and signed in blue ink (wet signature) by the authorized individual.
- ☐ Federal Funding Accountability and Transparency Act (FFATA) form
- ☐ Signed Lobbying Form
- ☐ Current insurance documents or Self-Insurance Authority Certification if not already on file with CSD. New evidence of insurance is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☐ CSD Public Website Update Form 168
- ☐ A board resolution. (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes.)
- ☐ Updated organizational bylaws. (Not applicable if no changes have occurred in the past calendar year.)

Contract Deliverables:

The following contract deliverables (as applicable) must be submitted no later than December 17th, 2019; please email contract deliverables to your assigned field representative.

- Completed 425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Provider's Website.
 - CSD 425.S CSBG Contract Budget Summary
 - CSD 425.1.1 CSBG Budget Support Personnel Costs
 - CSD 425.1.2 CSBG Budget Support Non-Personnel Costs
 - CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - CSD 425.1.4 CSBG Contract Budget Narrative

2020 CSBG Contract Checklist

- CSBG Annual Work Plan (CSD 641)
- CSD 188 Agency Staff and Board Roster Form
- Board Meeting schedule
- Submit CSBG Annual Work Plan Modules 3 and 4 Targets via the [eGov ReportHub](#) database system.
- Submit the CSD 188, 425 Budget Series Forms, board meeting schedule, and CSBG Annual Work Plan (CSD 641) electronically to the assigned field representative.

All forms are located on the Forms page of the Provider's Website at <http://providers.csd.ca.gov>. Please Note: Per Article 5.2, Advance Payments – Amount, Subsection 5.2.1, Contractor will not be issued an advance or reimbursed for any costs incurred until CSD approves all contract deliverables.

Please return both completed contract packets within 30 days (45 days for public agencies) to:

Contract Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833-4246

State of California
Department of Community Services and Development
2020 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	Total 2020 Contract	25% Advance
Karuk Tribe of California (Core Funding)	20F-3101	42,000	0
Karuk Tribe of California	20F-3102	79,497	0
NCIDC, Inc. (Core Funding)	20F-3103	122,000	30,500
NCIDC, Inc./LIFE (Core Funding)	<i>(Included with NCIDC below)</i>		
NCIDC, Inc.	20F-3104	1,958,897	489,724
Co of LA Workforce Dev, Aging & Com Srvs	20F-3105	284,472	71,118
TOTAL		2,486,866	591,342

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	Total 2020 Contract	25% Advance
California Human Development Corporation	20F-3201	1,466,613	366,653
Proteus, Inc.	20F-3202	2,359,335	589,834
Central Valley Opportunity Center, Inc.	20F-3203	573,892	143,473
Center for Employment Training	20F-3204	1,976,739	494,185
TOTAL		6,376,579	1,594,145

**LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)**

Agency	Contract Number	Total 2020 Contract	25% Advance
Community Design Center	20F-3301	173,504	43,376
Del Norte Senior Center, Inc.	20F-3302	139,842	34,961
Rural Community Assistance Corporation	20F-3303	188,295	47,074
TOTAL		501,641	125,411

State of California
Department of Community Services and Development
2020 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Total 2020 Contract	25% Advance
Alameda	Berkeley Community Action Agency	20F-3001	266,863	66,716
Alameda	City of Oakland, Human Services Department	20F-3002	1,354,323	338,581
Alpine	Inyo Mono Advocates for Community Action, Inc.	20F-3003	1,308	327
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	20F-3004	261,283	65,321
Butte	Community Action Agency of Butte County, Inc.	20F-3005	361,292	90,323
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	20F-3006	260,612	65,153
Colusa	SEE GLENN COUNTY			
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	20F-3007	850,578	212,645
Del Norte	Del Norte Senior Center, Inc.	20F-3008	51,176	12,794
El Dorado	El Dorado County Health and Human Services Agency	20F-3009	285,947	71,487
Fresno	Fresno County Economic Opportunities Commission	20F-3010	1,854,644	463,661
Glenn/Colusa/Trinity	Glenn County Health and Human Services Agency	20F-3011	262,075	65,519
Humboldt	Redwood Community Action Agency	20F-3012	269,186	67,297
Imperial	Campesinos Unidos, Inc.	20F-3013	313,349	78,337
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	20F-3014	258,841	64,710
Kern	Community Action Partnership of Kern	20F-3015	1,489,531	372,383
Kings	Kings Community Action Organization, Inc.	20F-3016	301,174	75,294
Lake/Mendocino	North Coast Opportunities, Inc.	20F-3017	546,506	136,627
Lassen/Plumas/Sierra	Plumas County Community Development Commission	20F-3018	260,279	65,070
Los Angeles	Foothill Unity Center, Inc.	20F-3019	322,321	80,580
Los Angeles	Long Beach Community Action Partnership	20F-3020	787,087	196,772
Los Angeles	County of Los Angeles Dept. of Public Social Services	20F-3021	6,072,078	1,518,020
Los Angeles	City of Los Angeles Housing + Community Investment Dept.	20F-3022	6,576,134	1,644,034
Madera	Community Action Partnership of Madera County, Inc.	20F-3023	279,073	69,768
Marin	Community Action Marin	20F-3024	269,695	67,424
Mariposa	SEE CALAVERAS COUNTY			
Mendocino	SEE LAKE COUNTY			
Merced	Merced County Community Action Agency	20F-3025	499,402	124,851
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	20F-3026	262,075	65,519
Mono	SEE INYO COUNTY			
Monterey	Monterey County Community Action Partnership	20F-3027	500,384	125,096
Napa	Community Action Napa Valley	20F-3028	286,986	71,747
Nevada	Nevada County Dept. of Housing & Community Services	20F-3029	271,287	67,822
Orange	Community Action Partnership of Orange County	20F-3030	2,733,254	683,314

State of California
Department of Community Services and Development
2020 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Total 2020 Contract	25% Advance
Placer	Project GO, Inc.	20F-3031	334,328	83,582
Plumas	SEE LASSEN COUNTY			
Riverside	Community Action Partnership of Riverside County	20F-3032	2,600,540	650,135
Sacramento	Sacramento Employment and Training Agency	20F-3033	1,767,288	441,822
San Benito	San Benito County H&HSA, CS & WD	20F-3034	267,930	0
San Bernardino	Community Action Partnership of San Bernardino County	20F-3035	2,692,859	673,215
San Diego	County of San Diego, H&HSA, CAP	20F-3036	3,335,519	833,880
San Francisco	Urban Services YMCA	20F-3037	855,136	213,784
San Joaquin	San Joaquin County Dept. of Aging & Community Services	20F-3038	975,038	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	20F-3039	297,524	0
San Mateo	San Mateo County Human Services Agency	20F-3040	453,450	0
Santa Barbara	Community Action Commission of Santa Barbara County	20F-3041	529,942	132,486
Santa Clara	Sacred Heart Community Service	20F-3042	1,415,828	353,957
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	20F-3043	290,213	72,553
Shasta	Shasta County Community Action Agency	20F-3044	299,498	74,875
Sierra	SEE LASSEN COUNTY			
Siskiyou	SEE MODOC COUNTY			
Solano	Community Action Partnership of Solano, JPA	20F-3045	384,710	96,178
Sonoma	Community Action Partnership of Sonoma County	20F-3046	448,690	112,173
Stanislaus	Central Valley Opportunity Center, Inc.	20F-3047	765,988	191,497
Sutter	Sutter County Community Action Agency	20F-3048	269,159	67,290
Tehama	Tehama County Community Action Agency	20F-3049	285,566	71,392
Trinity	SEE GLENN COUNTY			
Tulare	Community Services & Employment Training, Inc.	20F-3050	898,711	224,678
Tuolumne	SEE AMADOR COUNTY			
Ventura	Community Action of Ventura County, Inc.	20F-3051	682,002	170,501
Yolo	County of Yolo Health and Human Services Agency	20F-3052	294,566	73,642
Yuba	Yuba County Community Services Commission	20F-3053	272,539	68,135
TOTAL, all counties			48,525,767	11,632,967

SUBVENTION AGREEMENT

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SUBVENTION AGREEMENT

PREAMBLE

This subvention agreement, for the funding of Community Services Block Grant (CSBG) programs in 2020 (“Agreement”), is entered into between the Department of Community Services and Development (“CSD”) and the contractor named on the face sheet of this Agreement and the Form STD 213 (“Contractor”) and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor’s service area to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Section 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Section 12085 et seq., as amended. Unless otherwise specified in the Contractor’s Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire term of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is made available through the United States Department of Health and Human Services.

1.2 Agreement Term

The term of this Agreement shall be as specified on the Agreement face sheet (STD 213).

1.3 Agreement Amount

The maximum amount of this Agreement shall be as specified on the face sheet (STD 213) and is subject to adjustment(s), in accordance with the following terms:

- 1.3.1 The initial amount shall be based on the prior year’s grant award of the federal Community Services Block Grant award.
- 1.3.2 Upon notification of the full federal fiscal year grant award amount from the U.S. Department of Health and Human Services (HHS), CSD shall, if necessary, issue an amendment to this agreement to increase or decrease the maximum amount.
- 1.3.3 If the full amount of the HHS CSBG grant to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor’s allocation that is available for expenditure and shall advance funds in accordance with

SUBVENTION AGREEMENT

Article 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the maximum amount of the Agreement has been revised.

- 1.3.4 In the event HHS fails to provide sufficient funding to CSD to enable payment of Contractor's maximum amount of the Agreement prior to the end of the Contract term, the contract amount shall be deemed to be reduced to the amount actually provided by HHS and the contract shall be closed on that basis without need for amendment.

1.4 Service Area

The services shall be performed in the service area listed on the Providers' Website at <https://providers.csd.ca.gov>.

1.5 Legal Authorities – Program Requirements, Standards, and Guidance

- 1.5.1 All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
- 1.5.1.1 The Community Services Block Grant Act, as amended, 42 U.S.C. § 9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;
 - 1.5.1.2 The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100601-100795;
 - 1.5.1.3 The Single Audit Act, 31 U.S.C. § 7301 et seq., and Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75;
 - 1.5.1.4 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75);
 - 1.5.1.5 Information Integrity and Security (Department of Finance, Budget Letter 04-35); Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Department of General Services, Management Memo 08-11);
 - 1.5.1.6 California Contractor Certification Clauses 04/2017 (CCC 04/2017); and
 - 1.5.1.7 State contracting requirements, "General Terms and Conditions, GTC

SUBVENTION AGREEMENT

04/2017”. The provisions in their entirety, can be reviewed and downloaded at the [Department of General Services](#) website.

- 1.5.2 *Conflict of Laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed within this Agreement, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code § 12085 et seq. or 22 CCR § 100601 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR 96.30, allows for the application of state law.
- 1.5.3 CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor’s eligibility to receive CSBG funds, provided:
- 1.5.3.6 That such guidance shall be issued by CSD in writing in the form of “CSD Program Notice (CPN) No. XX-XX” or “CSD Program Advisory (CPA) No. XX-XX”;
- 1.5.3.7 That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
- 1.5.3.8 That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;
- 1.5.3.9 That major and material changes in program requirements, which substantially affect the Contractor’s and/or CSD’s ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;
- 1.5.3.10 That the parties’ failure or inability to execute a mutually acceptable amendment within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;
- 1.5.3.11 That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD’s obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this

SUBVENTION AGREEMENT

Agreement terminates due to failure to agree to any necessary amendment;
and

1.5.3.12 That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.

1.5.4 The federal and state laws, regulations, and other authorities referenced in this Agreement are hereby incorporated by reference. Copies may be accessed for reference at www.csd.ca.gov.

ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Required Documents

2.1.1 Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation:

2.1.1.1 Federal Funding Accountability and Transparency Act Report (CSD 279);

2.1.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

2.1.1.3 Contractor Certification Clause (CCC 04/2017);

2.1.1.4 Current Insurance or Self-Insurance Authority Certification; and

2.1.1.5 Board Resolution authorizing execution of this Agreement.

2.1.2 In addition to the documentation requirements set forth in Article 2.1.1, CSD's obligations under this Agreement are expressly contingent upon Contractor providing the supplemental documentation set forth below, and available on the Providers' Website. The following documentation shall be subject to CSD's approval, in form and substance:

2.1.2.1 CSD 425.S CSBG Contract Budget Summary;

2.1.2.2 CSD 425.1.1 CSBG Budget Support Personnel Costs;

2.1.2.3 CSD 425.1.2 CSBG Budget Support Non-Personnel Costs;

2.1.2.4 CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds;

2.1.2.5 CSD 425.1.4 CSBG Contract Budget Narrative;

SUBVENTION AGREEMENT

- 2.1.2.6 CSBG Annual Report Work Plan (CSD 641);
- 2.1.2.7 Agency Staff and Board Roster (CSD 188);
- 2.1.2.8 Board Meeting Schedule; and
- 2.1.2.9 Updated Organizational Bylaws (if applicable).
- 2.1.3 *Board Resolution.* Contractor must also submit a governing board resolution with an original signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2020 CSBG Agreement and any amendments.
- 2.1.4 CSD shall maintain a certified date-stamped hardcopy of this Agreement for inspection by Contractor during normal business hours, as well as a date-stamped, PDF version of this Agreement on the Providers' Website, which may be accessed by Contractor, downloaded and printed at Contractor's option.
- 2.1.5 This Agreement may not be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.5.3 with respect to program guidance, or as provided in Article 3 – Agreement Changes. Upon such amendment of any provision of Part II, the amended PDF version shall be date-stamped and posted to the Providers' Website until such time as a subsequent Agreement or amendment is executed by the parties.
- 2.1.6 Contractors that are public or governmental entities with local provisions requiring receipt of a hardcopy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive hardcopies for execution and retention.

2.2 Contractor's Option of Termination

- 2.2.1 Contractor may, at Contractor's sole option, elect to terminate this contract in lieu of adherence to the procedures set out in Article 1.5.3, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, provided:
 - 2.2.1.1 Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Postal Service Certified Mail, Return Receipt Requested.
 - 2.2.1.2 Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.

SUBVENTION AGREEMENT

- 2.2.2 Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- 2.2.3 Contractor shall, within 60 days of termination, close out the contract in accordance with contractual closeout procedures.
- 2.2.4 By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor's permanent or temporary de-designation as an eligible entity, due to CSD's obligation to seek replacement CSBG Provider(s) in accordance with state and federal CSBG requirements.

2.3 Budget Contingencies

2.3.1 *State Budget Contingency.*

- 2.3.1.1 It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated, and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.
- 2.3.1.2 If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations or final settlement.

SUBVENTION AGREEMENT

2.3.2 *Federal Budget Contingency.*

2.3.2.1 The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.

2.3.2.2 If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations or final settlement.

2.3.2.3 If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.

2.4 **Miscellaneous Provisions**

2.4.1 *Assignment.* Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

2.4.2 *Merger/Entire Agreement.* This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.

2.4.3 *Severability.* If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

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- 2.4.4 *Notices.* Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

To **Contractor's** address of record; and

To **CSD** at:

California Department of Community Services and Development
Field Operations Unit
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

ARTICLE 3 – AGREEMENT CHANGES

3.1 Amendment

- 3.1.1 Formal amendments to this Agreement are required for changes to the term, amount, scope of work, and/or formal name changes. No amendment to this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
- 3.1.2 If Contractor intends to request a formal amendment to this Agreement, the request must be submitted on a CSD Form 425b, Justification for Contract Amendment/Modification, no later than 45 days prior to the expiration of the Agreement term. CSD Form 425b can be located on the Providers' Website.
- 3.1.3 *Term Extensions.* The term of this Agreement may be extended, upon request, to no later than May 31st of the year following the original expiration date of the Agreement. Accordingly, a term extension through April 30th allows for a 60-day close-out period, and an extension through May 31st allows for a 30-day close-out period.

3.2 Minor Modification

- 3.2.1 Any request(s) for modification to CSBG Fiscal Data or Work Plan documents must be submitted on a CSD Form 425b, Justification for Contract Amendment/Modification, no later than 45 calendar days prior to the expiration date of this Agreement.
- 3.2.2 Any increase to out-of-state travel costs or equipment purchases will require a request for modification to the budget and must be submitted on a CSD Form 425b, Justification for Contract Amendment/Modification.

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ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, Bylaws, Resolution, and Minutes

4.1.1 Concurrently with Contractor's submission of this Agreement, Contractor shall submit to CSD at CSBGDiv@csd.ca.gov and the Contractor's assigned Field Representative the following:

4.1.1.1 Unless otherwise specified in 4.1.1.3 and 4.1.1.4 below, contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) of the tripartite board including the name and sector (i.e., low-income, public, private) of each board member, contact information for each member including an address at a location other than the office of the eligible entity, vacancy title, date each board seat was vacated. Contractor is responsible to notify CSD of any changes to the tripartite board within 30 days of such occurrence.

4.1.1.2 Contractor must provide updated organizational bylaws if any changes occurred within the past calendar year.

4.1.1.3 In the case of Native American Indian (NAI) Contractors that have established another mechanism (in consultation with CSD and subject to CSD approval) to assure low-income individuals' participation in the management of programs funded by this Agreement, a current roster of the NAI governing council, commission, board, or other body responsible for administration of CSBG-funded programs, and the most recent version of the organizational bylaws. The roster shall include contact information for each member of the governing body at a location other than the office of the NAI Contractor and shall identify how low-income individuals are represented in the organization's governance. NAI Contractors shall also submit the most recent version of the organizational bylaws. Contractor is responsible to notify CSD of any changes to its governing body within 30 days of such occurrence.

4.1.1.4 In the case of Limited Purpose Agency (LPA) Contractors, a current roster of Contractor's board, including the name of each board member, contact information for each member at a location other than the office of the LPA, and the most recent version of the organizational bylaws. Contractor is responsible to notify CSD of any changes to its board within 30 days of such occurrence.

4.1.2 Contractor's current governing board must authorize the execution of this Agreement. Contractor has the option of demonstrating such authority by either: (a) direct signature of a board member having signing authority; or (b) any lawful delegation of such authority that is consistent with Contractor's bylaws.

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- 4.1.3 Where Contractor elects to delegate signing authority to the chief executive officer (CEO) or executive director (ED), CSD will accept either a resolution specific to this Agreement or a resolution approved by the current governing board with general applicability to any CSD program contract or amendment. Where Contractor provides a general resolution, Contractor shall maintain documentation that the CEO or ED provided timely and effective communication of the execution and terms of this Agreement to the board. Either a specific or current general resolution must be on file with CSD prior to CSD's final execution of this Agreement.
- 4.1.4 Contractor shall submit to CSD the approved minutes of regularly scheduled meetings of its tripartite board, LPA contractor's board, NAI governing council, commission, advisory board, or other body responsible for administration of CSBG-funded programs, no later than 30 days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBGDiv@csd.ca.gov and to the Contractor's assigned Field Representative. Regularly scheduled Board meetings shall be held in accordance with Contractor's bylaws.
- 4.1.5 In addition to the minutes referenced in Article 4.14, if Contractor's tripartite board is advisory to the elected officials of a local government, Contractor also shall submit to CSD the minutes from any meeting of the elected officials where matters relating to this Agreement are heard; including, but not limited to, discussions about or decisions affecting the Community Action program. Such minutes shall be submitted to CSD no later than 30 days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBGDiv@csd.ca.gov and to the Contractor's assigned Field Representative.

4.2 Training and Quarterly CSBG Advisory Committee Meetings (CAC)

Contractors shall make every effort to attend all trainings and quarterly CSBG Advisory Committee meetings associated with CSD.

4.3 Internal Control Certification

Contractor shall establish and maintain a system of internal accounting and administrative control. This responsibility includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. The system of internal accounting and administrative control shall be attested to within the Contractor's independent audit conducted pursuant to this Agreement, and include:

- 4.3.1 Segregation of duties appropriate to safeguard State assets;
- 4.3.2 Access to agency assets is limited to authorized personnel who require these assets in the performance of their assigned duties;

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- 4.3.3 Authorization and recordkeeping procedures adequate to provide effective accounting controls over assets, liabilities, revenues, and expenditures;
- 4.3.4 Practices to be followed in performance of duties and functions;
- 4.3.5 Personnel of a quality commensurate with their responsibilities; and
- 4.3.6 Effective internal review.

4.4 Record Retention Requirements

- 4.4.1 All records maintained by Contractor shall meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75 § 75.361 through § 75.370).
- 4.4.2 Contractor shall maintain all records pertaining to this Agreement for a minimum of three years after submission of the final report. However, Contractor shall maintain applicable records until CSD resolves all audit and monitoring findings.
- 4.4.3 Contractor assures that employee and applicant records shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.

4.5 Insurance Requirements

- 4.5.1 By execution of this Agreement, Contractor agrees that required insurance policies and bond shall be in effect at all times during the term of this Agreement.
- 4.5.2 Contractor shall provide CSD with written notice at least 30 calendar days prior to cancellation or reduction of insurance coverage to an amount less than that required in this Agreement.
- 4.5.3 Notices of Insurance must be submitted to the following addresses:

Electronic copies: Contracts2@csd.ca.gov

Printed copies: California Department of Community Services and Development
Contract Services Unit
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

- 4.5.4 In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide within 30 calendar days prior to said expiration date, a new Certificate of Insurance (ACORD 25) evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Agreement. The Certificate shall identify and name CSD as the Certificate Holder. New Certificates of Insurance will be reviewed for content and form by CSD.

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- 4.5.5 In the event Contractor fails to maintain in effect at all times the specified insurance and bond coverage as herein provided, CSD may, in addition to any other available remedies it may have, suspend this Agreement.
- 4.5.6 With the exception of workers' compensation and fidelity bond, CSD shall be named as additional insured on all Certificates of Insurance required under this Agreement.
- 4.5.7 The issuance of other CSD contracts, to include any cash advances and reimbursement payments, to the Contractor shall be contingent upon required current insurance coverage being on file at CSD for this Agreement.
- 4.5.8 Should Contractor utilize a subcontractor(s) to provide services under this Agreement, Contractor shall indemnify and hold the State harmless against any liability incurred by that subcontractor(s).

4.6 Specific Insurance Requirements

4.6.1 *Self-Insurance.*

- 4.6.1.1 When Contractor is a self-insured governmental entity, CSD, upon satisfactory proof, may waive the appropriate insurance requirements. To qualify for a waiver, an appropriate county or city risk manager shall sign a certification that shall contain assurance of the adequacy of the governmental entity's ability to cover any potential losses under this Agreement.
- 4.6.1.2 Contractor shall specify in writing a list of which coverage(s) will be self-insured under this Agreement and shall list all applicable policy numbers, expiration dates, and coverage amounts.
- 4.6.1.3 In the event that the Contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed by authorized personnel stating that no changes have occurred from last year. This letter is due at the time of Agreement execution or within 30 days of expiration of insurance.
- 4.6.1.4 In lieu of providing certification of self-insurance, Contractor may provide proof of excess insurance coverage through an insurance carrier who is licensed to underwrite insurance in the State of California.

4.6.2 *Workers' Compensation Insurance.*

- 4.6.2.1 Contractor shall have and maintain for the term of this Agreement workers' compensation insurance issued by an insurance carrier licensed to underwrite workers' compensation insurance in the State of California.

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4.6.2.2 Contractor shall submit either an applicable Certificate of Insurance or a Certificate of Consent to Self-Insure issued by the Director of the California Department of Industrial Relations to CSD as evidence of compliance with the workers' compensation insurance requirement prior to issuance of an initial cash advance.

4.6.3 *Commercial or Government Crime Coverage (Fidelity Bond).*

4.6.3.1 Contractor shall maintain a commercial crime policy. If Contractor is a public entity, Contractor shall maintain a government crime policy. The commercial crime policy or government crime policy (hereinafter "fidelity bond") shall include the following coverages or their substantial equivalents: Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud.

4.6.3.2 Contractor's fidelity bond coverage limits shall not be less than a minimum amount of 4% of the total amount of consideration set forth under this Agreement.

4.6.3.3 Contractor shall submit an applicable Certificate of Insurance (ACORD 25) to CSD as evidence of compliance with the fidelity bond requirement prior to issuance of an initial cash advance.

4.6.4 *General Liability Insurance.*

4.6.4.1 Contractor shall have and maintain for the term of this Agreement general liability and property damage insurance for a combined single limit of not less than \$500,000 per occurrence.

4.6.4.2 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured, as evidence of compliance with the general liability insurance requirement prior to issuance of an initial cash advance.

4.6.5 *Vehicle Insurance.*

4.6.5.1 Contractor shall have and maintain for the term of this Agreement vehicle insurance in the amount of \$500,000 for each person and each accident for bodily injury and in the amount of \$500,000 for each person and each accident for property damage.

4.6.5.2 When employees use their own vehicles to perform duties within the scope of their employment, Contractor shall have and maintain for the term of this Agreement non-owned and hired automobile liability insurance in the amount of \$500,000 for each person and each accident for bodily injury and \$500,000 for each person and each accident for property

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damage. Driving to and from place of business is not within the scope of employment.

- 4.6.5.3 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured as evidence of compliance with the vehicle insurance requirement prior to issuance of an initial cash advance.

4.7 System Security Requirements

Contractor shall, in cooperation with CSD, institute policies, processes, procedures, and security controls designed to ensure the security of data and to protect information in accordance with the Information Practices Act of 1977 (Civ. Code § 1798, et seq.), and such other State and Federal laws and regulations as may apply. In the event there are different system security standards that may be applied to this Article, Contractor shall endeavor to use the strictest security standard that complies with state and federal requirements.

4.8 Services Offered

Data exchange between CSD and Contractor shall be handled through one of three methods: (1) a Contractor user must upload data files or perform data entry using credentials provided by CSD; or (2) utilize CSD web applications as configured by the Contractor technology vendor; or (3) via email using security protocols, such as encryption and redaction, for any sensitive data.

4.9 Data Sensitivity

- 4.9.1 Data exchanged between CSD and Contractor must be limited to the data fields included on Data Transfer Rules documents posted on the Providers' Website. No personal financial information, i.e., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.
- 4.9.2 Data exchanged between CSD and Contractor must be limited to the data fields as requested within the web applications. No personal financial information, i.e., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.
- 4.9.3 Data exchanged between CSD and Contractor via email communication must have all personally identifying information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor is to encrypt any attachments that have sensitive data using encryption tool and configurations as required by CSD.
- 4.9.4 Access to the above-mentioned data must only be given to authorized personnel to complete essential duties. Authorized personnel are to log into these systems using their own assigned credentials (i.e., no login account sharing). Upon departure of personnel with logins, the contractor will remove the employee's access to the systems as soon as possible.

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4.10 Contractor Systems Security

- 4.10.1 The physical location of the application systems shall be within controlled access facilities. Individual users may not have access to the data except through their systems that are specifically credentialed for Contractor business. All access will be controlled by authentication methods to validate the approved users.
- 4.10.2 Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption, if applicable.
- 4.10.3 Both CSD and Contractor shall maintain security patches and anti-virus software updates.

4.11 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the Privacy Act and Trade Secrets Act (18 U.S. Code 1905) and the Unauthorized Access Act (18 U.S. Code 2701 and 2710). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without the consent of the owner.

4.12 Incident Reporting

Any party discovering a security incident shall report it in accordance with its incident reporting procedures. Contractor shall, within 24 hours of discovery, report to CSD Information Technology Services Help Desk any security incident contemplated herein. Examples include, but are not limited to, stolen or lost equipment, malware/ransomware detection, suspected hacking, etc.

4.13 Audit Trail Responsibilities

Both parties are responsible for auditing application processes and user activities. Activities that will be recorded include event type, date and time of event, user identification, workstation identification, success or failure of access attempts, and actions taken by system administrators.

4.14 Data Sharing Responsibilities

Contractor shall ensure that all primary and delegated secondary organizations that share, exchange, or use personal, sensitive, or confidential data, pursuant to this Agreement and subcontracts issued by Contractor, shall adhere to these security requirements and applicable state and federal law, in addition to further data sharing guidance as may be issued by CSD during the term of this Agreement. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

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4.15 Travel and Per Diem

- 4.15.1 Contractor's total travel and per diem costs for in-state and/or out-of-state shall be included in the Agreement Budget(s). Out-of-state travel costs that exceed the budgeted amount shall not be reimbursed without prior written authorization from CSD.
- 4.15.2 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements, and subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR 75.474) or any amendments thereto, as applicable.
- 4.15.3 In the absence of a written travel reimbursement policy, federal per diem limits shall apply.

4.16 Codes of Conduct

- 4.16.1 *Written Standards.* Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts or subcontracts. No employee, officer, or agent of the Contractor shall participate in the selection, award, or administration of a subcontract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or parties to sub agreements. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipients.
- 4.16.2 *Self-Dealing Prohibited.* Contractor shall not pay federal funds received from CSD to any entity in which it (or one of its employees, officers, agents, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 45 CFR § 75.327, or subsequent amendments to these requirements.

4.17 Conflict of Interest

- 4.17.1 Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any functions or responsibilities in connection with this Agreement

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shall have any personal financial interest or benefit that either directly or indirectly arises from this Agreement.

- 4.17.2 Contractor shall establish written safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

4.18 Fraud, Waste, and Abuse

- 4.18.1 Contractor shall make timely, a written report to CSD of incidents and activities, or suspected incidents and activities, involving fraud, waste, and abuse of CSBG funds by Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor. Incidents and activities subject to reporting under this section include, but are not limited to, criminal acts and other violations of law constituting a misuse of funds that could result in cost disallowance. Contractor shall, in a timely manner, inform CSD of any reports or complaints submitted to law enforcement officials by Contractor, Contractor's employees, subcontractors, clients or other parties affiliated with Contractor, concerning the misuse of CSBG funds.
- 4.18.2 Contractor shall provide employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse to the U.S. Department of Health and Human Services Office of Inspector General Fraud hotline.

4.19 Procurement Standards

- 4.19.1 *Maintenance of Written Procurement Procedures.* Contractors shall administer this Agreement in accordance with all federal and State rules and regulations governing CSBG pertaining to procurement, including Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards and amendments thereto, consistent with the general CFR compliance requirement in Article 1 of this Agreement. Contractors shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in 45 CFR § 75.326 through § 75.340, or any subsequent amendments to these standards, and all additional provisions in this Agreement, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.
- 4.19.2 *Eligible Bidders.* Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals, or firms that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements.

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Contractor shall award any subcontract to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors. Contractor's solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient.

- 4.19.3 Contractor assures that all supplies, materials, vehicles, equipment, or services purchased or leased with funds provided by this Agreement shall be used solely for the activities allowed under this Agreement, unless a fair market value for such use is charged to the benefiting program and credited to this Agreement.
- 4.19.4 Contractor shall provide for open and free competition and adequate cost analysis in all procurement transactions for each purchase order, lease, or subcontract for any articles, supplies, equipment, or services to be obtained from vendors or subcontractors.
- 4.19.5 *Non-Competitive Bid Justification.* If a service or product is of a unique nature, is in response to a public exigency or emergency, or more than one vendor/provider cannot reasonably be identified, Contractor shall maintain adequate justification for the absence of competitive bidding. "Adequate justification" must include, but is not limited to: (a) explanation of why the acquisition of goods or services is limited to one vendor or supplier; (b) description of sole vendor/supplier's unique qualifications to provide the goods or services in question; and (c) analysis of cost(s) to demonstrate reasonableness.
- 4.19.6 *CSD Lease/Purchase Pre-Approval Requirements.* To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall obtain prior written approval from CSD of capital expenditures for equipment with a unit cost of \$5,000 or more through the submission of a Request for Purchase/Lease Pre-Approval (form CSD 558) to CSD at least 15 calendar days prior to execution. Transactions without CSD's prior written approval may be disallowed.
- 4.19.7 In all procurements, whether requiring CSD pre-approval or not, Contractor is solely responsible for maintenance of adequate procurement records demonstrating compliance with Federal and State requirements.
- 4.19.8 Noncompliance with any of the provisions in this section may result in a disallowance of the costs of the procurement transaction.

4.20 Use and Disposition of Vehicles and Equipment

- 4.20.1 Use of CSBG-funded vehicles and equipment by other programs shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320 and § 75.439)

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- 4.20.1.1 Vehicles and equipment purchased with CSBG funds must be used by Contractor in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by CSBG funds, and Contractor must not encumber the property without prior approval of CSD. When no longer needed for the original program or project, the equipment may be used in other activities supported by CSD, in the following order of priority: (a) activities under a Federal award from CSD; then (b) activities under Federal awards from other HHS awarding agencies.
- 4.20.1.2 During the time that equipment is used on the project or program for which it was acquired, Contractor must also make the equipment available for use on other projects or programs currently or previously supported by the Federal Government. User fees should be considered, if appropriate, in accordance with federal regulations.
- 4.20.1.3 Any use fees shall be treated as “program income” to the CSBG program, as described in 45 CFR § 75.307.
- 4.20.1.4 Contractor may be compensated for the use of its buildings, capital improvements, equipment and software projects capitalized in accordance with generally accepted accounting principles (GAAP), provided they are used, needed in Contractor’s program activities, and properly allocated to the CSBG grant. Such compensation must be made by allocating and computing depreciation in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.436).
- 4.20.2 Contractor shall comply with all equipment management requirements outlined in the Uniform Administrative Requirements for HHS Awards (45 CFR § 75.320 (d)), including, but not limited to: (a) property Records; (b) physical inventory of the property; (c) a control system to prevent loss, damage, or theft; (d) adequate maintenance procedures; and (e) proper sale procedures.
- 4.20.3 *Sale or Disposition of CSBG-Funded Vehicles and Equipment.*
 - 4.20.3.1 If/when Contractor’s CSBG program(s) no longer need(s) items of equipment with a current per unit fair market value of \$5,000 or less, the equipment may be retained, sold, or otherwise disposed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320).
 - 4.20.3.2 Conflict of interest policies and proper sales procedures should be followed to ensure that the best possible value and sale price is realized.
 - 4.20.3.3 Pursuant to 45 CFR 75.307(d), (*see also* 45 CFR 75.2 “Program Income”), sale proceeds from the sale of real property, equipment, or

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supplies are not program income. Such proceeds will be handled in accordance with the requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards – *Subpart D–Post Federal Award Requirements* (45 CFR 75.300 et seq.).

4.21 Subcontracts

4.21.1 Contractor may enter into subcontract(s) to perform part or all of the direct services covered under this Agreement. Prior to the commencement of subcontracted services under this Agreement, Contractor shall obtain board approval, to include but not be limited to, an assurance that the subcontractor agreement(s) shall comply with all terms, conditions, assurances, and certifications of this Agreement for the nonprofit and local governmental agencies performing services in the area(s) described in ARTICLE 1 - SCOPE OF WORK.

4.21.2 *Notification of Subcontract Execution.*

4.21.2.1 Contractor shall provide written notification to the State within 60 calendar days of execution of each subcontractor agreement by completing the CSD 163 Subcontractor List (Form), which can be found on the Providers' Website.

4.21.2.2 This written notification shall also include a certification that, to the best of Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information provided via the Excluded Parties List System (EPLS), available at <https://www.sam.gov>.

4.21.2.3 If CSD determines that Contractor has executed a subcontract with an individual or entity listed as debarred, suspended, or otherwise ineligible on EPLS as of the effective start date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.

4.21.2.4 Contractor must ensure that funds expended pursuant to this Agreement are allowable and allocable and Contractor must adopt fiscal control and accounting procedures sufficient to enable the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Agreement. Contractor shall ensure that any subcontracts under this Agreement contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any

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other method sufficient to meet the Contractor's responsibility to substantiate costs required by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards (45 CFR 75, Subpart E – Cost Principles, 45 CFR 75.400 et seq.).

- 4.21.3 Contractor is solely responsible for performance of the terms, conditions, assurances, and certifications of this Agreement, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Agreement, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontractor(s).
- 4.21.4 Nothing contained in this Agreement shall create any contractual relation between CSD and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor shall be liable for any acts and omissions of its subcontractors or of persons either directly or indirectly employed by subcontractors in violation of this Agreement. Contractor's obligation to pay subcontractor(s) is independent from CSD's obligation to make payments to Contractor. As a result, CSD shall have no obligation to pay or to enforce payment of any moneys to any subcontractor.
- 4.21.5 In the event CSD suspends, terminates, and/or makes changes to the services to be performed under this Agreement, Contractor shall notify all of its subcontractors in writing within five working days of receipt of notice of such action

ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS

5.1 Budget

- 5.1.1 Concurrent with the submission of this Agreement, Contractor shall complete and submit the CSBG Fiscal Data forms [CSBG Contract Budget Summary (CSD 425.S), CSBG Budget Support - Personnel Costs (CSD 425.1.1), CSBG Budget Support - Non-Personnel Costs (CSD 425.1.2), CSBG Budget Support - Other Agency Operating Funds (CSD 425.1.3), and Budget Narrative (CSD 425.1.4)] attached to this Agreement. Contractor must include an itemized list identifying all other funding sources and amounts that make up the total annual operating budget of the community action program(s). Notwithstanding any other provision of this paragraph, Contractor may submit the itemized list of other funding sources by either of the following methods: (a) completing the attached form (CSD 425.1.3); or (b) submitting an internal annual budget document displaying the funding sources and their anticipated revenues.
- 5.1.2 Contractor shall submit the CSD 425.1.4 (CSBG Contract Budget Narrative) with a justification for each projected line item reported on the CSD 425.1.1 and CSD 425.1.2.

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- 5.1.3 *Administrative Expenses.* For the purpose of administrative expenditures, Contractor shall use funds allocated under this Agreement in an amount not to exceed 12% of the total operating budget of its community action program(s) only, including other agency funds used to support CSBG. Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low-Income Home Energy Assistance Program (LIHEAP) in excess of the LIHEAP contractual limitations by the Contractor's agency.

The budgets of the Contractor's community action programs, not the budget of the organization or the organizational division to which the community action programs are assigned, shall be used in calculating the amount of allowable administrative expenditures under this subparagraph.

- 5.1.3.1 A qualifying community action program is defined as:

“A community action program is a locally planned and operated program comprising a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem,” as defined by Cal. Gov. Code § 12750(b).

- 5.1.3.2 Community action programs typically:

5.1.3.2.1. maintains a tripartite board or advisory board, as defined in Cal. Gov. Code § 12751, which in the case of governmental entities, has operational jurisdiction and oversight or advisory responsibility, and

5.1.3.2.2 serves the purposes and goals of the federal Community Services Block Grant, Section 672 and Cal. Gov. Code § 12750 with particular reference to the reduction of the causes and conditions of poverty and persistent economic insecurity.

- 5.1.4 For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate.
- 5.1.5 *Budget modifications requiring pre-approval.* In accordance with 22 CCR § 100715(a), no originally approved budget line item may be increased or decreased by more than 10% without prior CSD approval. Any increase or decrease of more than 10% to the originally approved budget line item will require a request for modification to the budget and shall be submitted to CSD on form CSD 425b, Justification for Contract Amendment/Modification.

5.2 Advance Payments – Amount

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- 5.2.1 Upon approval of all contract deliverables, CSD shall, in accordance with CA Gov. Code § 12781 (b), issue an advance payment to Contractor in an amount not to exceed 25% of the maximum amount of this agreement.
- 5.2.2 If HHS does not initially make enough funds available for CSD to pay the advance amount in full, CSD shall provide that portion of the advance amount that is available and pay the remaining portion(s) as funds become available.
- 5.2.3 If HHS fails to provide sufficient funds to pay the authorized advance amount during the first six months of the contract term, Contractor will not be entitled to additional advance payments thereafter.
- 5.2.4 If, during the first six months of the contract term, CSD amends this Agreement to increase the maximum amount, CSD shall advance up to 25% of the increase to Contractor.
- 5.2.5 Contractors who opt not to receive an advance payment must notify CSD in writing on agency letterhead. Written notification must be submitted with the contract.

5.3 Advance Payments – Interest on Advances

- 5.3.1 Contractor must deposit all advances in an interest-bearing account in accordance with 45 CFR 75.305(b)(8), unless the following apply:
 - 5.3.1.1 Contractor receives less than \$120,000 in Federal awards per year.
 - 5.3.1.2 The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on CSBG cash balances.
 - 5.3.1.3 The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 5.3.1.4 Interest earned amounts up to \$500 may be retained by Contractor for administrative expenses. Any additional interest earned on CSBG advance payments deposited in interest-bearing accounts must be remitted annually to the U.S. Department of Health and Human Services at:

HHS Program Support Center
P. O. Box 979132
St. Louis, MO 63197

When returning interest, the refund should include: an explanation stating that the refund is for interest, the name of the awarding agency (CSD), and the grant number for which the interest was earned.

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5.4 Advance Payments – Liquidation of Advance

5.4.1 Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures when the first of either of the following occurs:

5.4.1.1 Contractor has expended 75% of the maximum amount of this Agreement;
or

5.4.1.2 At the beginning of the seventh monthly (or fourth bimonthly) reporting period of the contract term.

5.4.2 CSD-initiated repayments of the advance shall be accomplished through offsets against subsequent reimbursement of approved expenditures. CSD shall determine the amount to be offset against reimbursements by dividing the unpaid advance amount by the number of remaining expenditure reporting periods in the contract term. In the event that an expenditure request for a reporting period is less than the offset amount as determined above, the entire amount of the expenditure reimbursement request shall be applied against the remaining advance balance.

5.5 Advance Payments – Lien Rights

The State retains lien rights on all funds advanced.

5.6 Payments

5.6.1 Upon approval of Contractor deliverables CSD shall issue payments (as specified by Contractor on the CSD 425.S) to Contractor upon receipt and approval of a certified CSBG Expenditure/Activity Report. The report shall indicate the actual expenditures being billed to CSD for reimbursement for the specific report period.

5.6.2 Subsequent payments to Contractor shall be contingent on receipt and approval by CSD of the preceding Expenditure/Activity Report. If Contractor owes CSD any outstanding balance(s) for overpayments of any Agreement, current or previous, the balance(s) may be offset after notice to the Contractor providing an opportunity to present any valid objection to the offset.

5.7 Disaster Set-Aside Funding

5.7.1 In the event a State of Emergency has been issued by the Office of the Governor, CSD authorizes Contractor to expend its CSBG funds as an interim solution to provide disaster relief services to CSBG eligible, low-income persons.

5.7.1.1 Disaster Expenditures under this section must be allowable and allocable in accordance with CSD's Disaster Discretionary Funding Application,

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CSD D 101, (“Application”). The application is available on the Providers’ Website.

5.7.1.2 Contractor must apply to receive CSBG discretionary disaster set-aside funding. Applications shall be submitted to Contractor’s assigned Field Representative and will subsequently undergo an expedited review and approval process.

5.7.1.3 If Contractor’s application is approved CSD shall, through the amendment process, reimburse Contractor for all allowable and CSD-approved expenditures in accordance with the Application, and CSBG procedures and requirements of reimbursement.

5.7.2 The reimbursement of CSBG funds for disaster relief services is expressly conditioned upon CSD and Contractor executing a contract amendment increasing the contract amount by a sum equivalent to the disaster expenditures authorized herein, utilizing set-aside funds made available by CSD.

ARTICLE 6 – FINANCIAL REPORTING

6.1 Fiscal Reports

6.1.1 Contractor shall request reimbursement for expenditures associated with all contract activities by reporting in the Expenditure Activity Reporting System (EARS) in accordance with CPN-C-19-####. CSBG Financial Reporting Policies and Procedures, which is available online at: <http://providers.csd.ca.gov/>.

6.1.2 Contractor shall submit adjustments in accordance with CPN-C-19-####.

6.2 Close-Out Report

Contractor shall complete and submit all CSD close-out forms within 90 calendar days after the expiration date of this Agreement.

6.2.1 The close-out report shall include the following forms: Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory Schedule (CSD 715D). The latest version of the close-out form is available on the Providers’ Website.

6.2.2 Final expenditures must be submitted by entry into EARS.

6.2.3 All adjustments must reflect the actual expenditure period and be submitted by entry into EARS.

6.2.4 Subsequent payments for expenditures under any open CSBG contract and the issuance of other CSD contracts shall be contingent upon timely submission of the closeout report.

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- 6.2.5 If CSD grants Contractor a term extension, regardless of the extension period, Contractor must submit all required close-out documents, without exception, no later than June 30, 2021.

6.3 Transparency Act Reporting

- 6.3.1 In accordance with requirements of the Federal Funding Accountability and Transparency Act (FFATA), Contractors that: (a) are not required by the IRS to annually file a Form 990 federal return; (b) receive at least 80% of their annual gross revenues from federal sources (excluding any ARRA funds); and (c) have annual gross revenues totaling \$25,000,000.00 or more from federal grants, contracts, or other federal sources (excluding any ARRA funds), shall provide to CSD a current list of names and total compensation of Contractor's top five highly compensated officials/employees. The list shall be provided with the executed copy of the Agreement returned to CSD. This requirement applies only to Contractors that fall within all three categories set forth in this paragraph.
- 6.3.2 Pursuant to the FFATA reporting requirements (2 CFR 170), CSD is required to report information regarding Contractors (sub-awardees) receiving CSBG funds. Contractor must complete CSD form 279, located in Subpart H, and return with the contract Part I to ensure compliance.
- 6.3.3 CSD may issue guidance and/or Amendment(s) to this Agreement, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS, AND REPORTING

7.1 Fair Hearing for Denial of Client Benefits by Contractor

- 7.1.1 Pursuant to 22 CCR § 100751, as amended, Contractor shall advise individuals who have been denied assistance under a program funded by this Agreement of their right to appeal to CSD for a fair hearing within 20 days from the denial of assistance.
- 7.1.2 Within five working days of receipt of an appeal from a client, CSD's Fair Hearings Officer shall schedule an administrative hearing to be conducted no later than 30 calendar days from the receipt of the request.
- 7.1.3 The client may withdraw the appeal/request for fair hearing at any time during the appeal process by providing written, email, or telephonic notice to CSD. Telephonic notice of withdrawal must be confirmed in writing by the Fair Hearings Officer or designated CSD staff.

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7.2 Organizational Standards

To maintain compliance with the Office of Community Services' *CSBG IM 138: State Establishment of Organizational Standards for CSBG Eligible Entities*, each Contractor shall submit the Organizational Standards annually utilizing the eGov ReportHub system no later than August 31st. Contractor shall have until January 31, 2021 to address modification requests from CSD and/or complete the technical assistance plan(s) for unmet standards in the 2020 Organizational Standards Assessment.

7.3 Programmatic Reporting

- 7.3.1 *Submission of Required Plans/Reports.* Unless otherwise specified by the provisions of this Article, all Community Action Plans and reports required by the provisions of this Article shall be submitted via email to CSBGDiv@csd.ca.gov, no later than the date specified.
- 7.3.2 *Community Action Plan.* Contractor shall submit a Community Action Plan meeting the requirements of Government Code § 12747 no later than June 30th of every odd year, unless/until otherwise instructed by CSD.
- 7.3.3 *CSBG Annual Work Plan Modules 3 and 4.* Annual programmatic work plan covers the proposed programmatic activities from January 1, 2020, through December 31, 2020. Contractor must complete and submit the CSBG Annual Work Plan CSD 641 form and enter the Targets in the eGov System as part of the contract deliverables. The Contractor must complete the Community Initiative Status Form in Module 3, Initiative List, Section A and Section B Targets CNPI. The Contractor must enter the targets for the number of participants expected to achieve the identified outcome in Module 4, Sections A Targets FNPI. As applicable, Modules 2 through 4 and Agency Success Stories must be completed and submitted in the eGov Reporting system no later than February 1, 2021. Access to the eGov system is <https://cacsdcmmunitysoftwaregroup.com/CsgIdentity/Account/LogIn>.
- 7.3.4 *CSBG Annual Report Modules 2 through 4 and Agency Success Stories.* Annual programmatic reporting covers the programmatic activities from January 1, 2020, through December 31, 2020. As applicable, Modules 2 through 4 and Agency Success Stories must be completed and submitted in the eGov Reporting system no later than February 1, 2021. Access to the eGov system is <https://cacsdcmmunitysoftwaregroup.com/CsgIdentity/Account/LogIn>.
- 7.3.5 *Term Extension Reports.* Contractor shall be required to collect programmatic outcomes associated with services provided under an extended contract term covering the period January 1, 2021 through the extended period as specified on the STD 213. The programmatic outcomes report shall be submitted to CSD with the close out packet.

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ARTICLE 8 – COMPLIANCE POLICIES AND PROCEDURES

8.1 Right to Monitor, Audit, and Investigate

- 8.1.1 Any duly authorized representative of the federal or State government, which includes but is not limited to the State Auditor, CSD Staff, and any entity selected by CSD to perform inspections, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Agreement through on-site inspections, audits, and other applicable means the State determines necessary.
- 8.1.2 Contractor shall make available all reasonable information necessary to substantiate that expenditures under this agreement are allowable and allocable, including, but not limited to books, documents, papers, and records. Contractor shall agree to make such information available to the federal government, the State, or any of their duly authorized representatives including representatives of the entity selected by CSD to perform inspections, for examination, copying, or mechanical reproduction, on or off the premises of the appropriate entity upon a reasonable request.
- 8.1.3 Any duly authorized representative of the federal or State government shall have the right to undertake investigations in accordance with 42 U.S.C. § 9901 et seq., as amended.
- 8.1.4 All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Agreement shall contain a clause permitting any duly authorized representative of the federal or State government access to the working papers of said audit firm(s).

8.2 Compliance Monitoring – Contractor’s and CSD’s Shared Responsibilities for Federal Funds

- 8.2.1 As the recipient of federal CSBG funds under this Agreement, Contractor is responsible for substantiating that all costs claimed under this Agreement are allowable and allocable under all applicable federal and State laws, and for tracing all costs to the level of expenditure.
- 8.2.2 As the State CSBG administrator, CSD must conduct onsite and follow-up monitoring, and other audits/reviews as necessary, to ensure that:

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- 8.2.2.1 Contractor meets federal and state performance goals, administrative and financial management standards, and other requirements, including federal organizational standards, as discussed in Article 7.2, applicable to CSBG-funded programs; and
- 8.2.2.2 Funds allocated to Contractor are expended for the purposes identified in federal and State CSBG law for allowable and allocable costs in accordance with CFR requirements.
- 8.2.3. CSD shall provide Contractor reasonable advance written notice of on-site monitoring reviews of Contractor's program or fiscal performance. Contractor shall cooperate with CSD program staff and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Agreement.
- 8.2.4 Except under certain conditions whereby advanced notice may not be feasible such as, a whistleblower or other investigation, CSD shall provide Contractor reasonable advance written notice of on-site audit of Contractor's program or fiscal performance. Contractor shall cooperate with CSD audits and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Agreement.
- 8.2.5 In the event CSD determines that Contractor is not in compliance with material or other legal requirements of this Agreement, CSD shall provide Contractor with observations, recommendations, and/or findings of noncompliance in writing, along with specific action plans for correcting the noncompliance. All noncompliance findings must be resolved by the mutually agreed upon corrective action timeframe.

8.3 Collection of Disallowed Costs

- 8.3.1 In the event questioned costs are identified in a final decision on cost disallowance issued by CSD, Contractor shall comply with any demand for repayment, as specified in such final report.
- 8.3.2 *Time for Response.* Contractor shall have no less than 30 days from receipt of the final decision to tender payment to CSD or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.
- 8.3.3 *Notice After Review of Further Supporting Evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in Article 8.3.2, CSD shall, after consideration of Contractor's submission,

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accordingly issue a revised Notice of Disallowed Costs, if any, no later than 30 days after receipt of Contractor's information or documentation. Contractor shall have 15 days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with this Agreement, for CSD's final determination of disallowed costs.

- 8.3.4 All statements, notices, responses and demands issued in accordance with this Article 8.3 shall be in writing.
- 8.3.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Article 8.3.

8.4 Auditing Standards

- 8.4.1 *Applicability.* The standards set forth in in 2 CFR § 200.500 *et seq* are hereby incorporated by reference.
- 8.4.2 *Supplemental Audit Guide.* In addition to the applicable audit requirements specified in Article 8.4.1, Contractor must follow the most current CSD Supplemental Audit Guide, incorporated into this Agreement by reference and may be accessed on the Providers' Website.

8.5 Audit Reports

- 8.5.1 Funds provided under this Agreement shall be included in an audit conducted in accordance with the provisions of 2 CFR Subpart F – Audit Requirements § 200.500-521, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in "Government Auditing Standards," December 2011 Revision, as amended.
- 8.5.2 *Organizations below audit threshold.* Contractors falling below the federal funding threshold, currently \$750,000, that mandates a single audit may be subject to an audit and/or other fiscal or program-specific review conducted by CSD or its agents, upon 30 days written notice.
- 8.5.3 The financial and compliance audit report shall contain the following supplementary financial information: (a) a combined statement of revenue and expenditures for each contract that presents, by budget line item, revenue and expenditures for the audit period; and (b) a description of the methodology used to allocate and claim indirect costs and any administrative cost pools.
- 8.5.4 *Submission of Audit Reports.* Contractor shall submit to CSD one electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report, or nine months after the end of the Contractor's fiscal year.

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- 8.5.5 The audit report(s) and all supplemental financial information must be submitted to the following addresses:

One Electronic copy:

audits@csd.ca.gov

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within five to ten days. The Agency should verify receipt of ASU's confirmation email to ensure your single audit was received.

In accordance with the guidelines of the Division of Audits of the California State Controller's Office (SCO), if Contractor is a local government agency, additional copies of the audit report must be submitted to the following address:

State Controller's Office
Division of Audits
300 Capitol Mall, Fifth Floor
Sacramento, CA 95814

8.6 Failure to Comply with Audit Requirements

- 8.6.1 In the event that an agency fails to comply with the audit requirements under this Article, CSD, as appropriate in the circumstances, may take one or more of the following actions, provided in 45 CFR § 75.371 - § 75.380 "Remedies for Noncompliance":
- 8.6.2 Temporarily withhold cash payments pending correction of the deficiency by contractor or more severe enforcement action by the non-Federal awarding agency entity or more severe enforcement action by CSD;
- 8.6.3 Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- 8.6.4 Wholly or partly suspend (suspension of award activities) or terminate the award;
- 8.6.5 Recommend that suspension or debarment proceedings be initiated by the HHS awarding agency, as authorized under 2 CFR Part 180 and Federal awarding agency regulations at 2 CFR Part 376 be initiated by CSD;
- 8.6.6 Withhold further federal awards for the project or program; and
- 8.6.7 Take other remedies that may be legally available.
- 8.6.8 *Collection of Disallowed Costs.* Contractor shall have no less than ten (10) working days from receipt of the draft Audit Transmittal Report (TR) or comparable document to provide acceptance of the disallowed costs or,

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alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

- 8.6.9 If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs CSD shall, after consideration of Contractor's submission, issue a final TR, no later than thirty (30) days after receipt of Contractor's information or documentation. If questioned costs are determined to be allowable, ASU shall notify CSD's Financial Services Unit (FSU) to send an invoice. The Agency will tender payment to FSU or a repayment plan acceptable to FSU.

8.7 Enforcement Actions Resulting from Noncompliance with this Agreement

- 8.7.1 *Legal Authority.* The authority for CSD Enforcement Actions, as defined in Article 8.7.2, for cost disallowances/recovery of misused funds, and for de-designation of eligible entity status (collectively "Enforcement Process") is found in the federal CSBG Act (42 U.S.C. 9901, et. seq.), in the Code of Federal Regulations, and in state regulations, with particular reference to 22 CCR § 100780. In order to facilitate compliance with the cited authorities, the parties to this Agreement agree that Article 8.7 shall: (a) guide, inform and clarify the Enforcement Process; (b) establish the procedures to be followed; and (c) establish the rights and obligations of the parties with respect to the enforcement process, for purposes of implementing the principles set out in the applicable legal authorities.

8.7.2 *Definitions.*

Enforcement Action. For purposes of this Article, "Enforcement Action" shall refer to official steps taken by CSD in response to material breaches of this Agreement and/or Contractor's inability to fulfill contractual obligations of the Agreement due to serious financial instability or insolvency. Enforcement Actions may include any of the following: (a) "High-Risk" designation; (b) a determination of cost disallowance; (c) contract suspension; (d) contract termination; or (e) termination of Contractor's designation as eligible entity.

High Risk Designation refers to the status of a Contractor which, due to material breach/failure to fulfill contractual obligations and/or serious financial instability, is subject to Enforcement Action(s) that may include imposition of Special Conditions and/or Sanctions designed to allow for continued performance of the Agreement within the conditions/sanctions imposed, or other actions deemed necessary to safeguard public funds.

Material Breach means any act or omission by Contractor that is in contravention or disregard of Contractor's duties and obligations under the terms of this Agreement and under applicable State and federal law, which act or omission: (a) constitutes fraud or gross negligence by Contractor or its agent(s); (b) is likely to result in significant waste and/or abuse of federal funds; (c) has a

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significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the contract or a significant portion thereof; (d) violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD; (e) may have serious adverse effects and consequences on the Contractor's customers, employees, subcontractors, creditors, suppliers, vendors, or other stakeholders; or (f) may otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

8.7.3 *Initiation of Enforcement Action.*

8.7.3.1 *Grounds for Enforcement Action.* If CSD determines that Contractor has not complied with the requirements of this Agreement and that Contractor's noncompliance constitutes a material breach of the Agreement, or if CSD determines that Contractor's financial condition is so unstable and tenuous that its ability to implement this Agreement is seriously compromised, CSD may initiate an Enforcement Action.

8.7.3.2 *Notice of High-Risk Designation.* To initiate an Enforcement Action, CSD must provide Contractor with written Notice of High Risk designation, setting forth: (a) the factual and legal basis for the determination of noncompliance, upon which the High-Risk designation is based; (b) the corrective action(s) required; and (c) the date by which they must be taken and completed.

8.7.4 *Special Conditions and Sanctions.*

8.7.4.1 CSD may impose Special Conditions and/or Sanctions upon a determination that such steps are reasonably necessary to address acute financial instability or a material breach, as defined above. Imposition of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Such notices must contain the following information: (a) the nature of the Special Condition(s) and/or Sanction(s) being imposed; (b) the reason(s) for imposing Special Condition(s) and/or Sanction(s); and (c) the corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

8.7.4.2 Special Conditions may include, but are not limited to: (a) requiring Contractor to obtain training and/or technical assistance; (b) imposition of special or additional reporting requirements; (c) special or conditional cost reimbursement requirements and procedures; (d) provision of documentation by Contractor; and/or (e) requiring Contractor to amend or modify systems, procedures, and/or policies.

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8.7.4.3 Sanctions may include but are not limited to: (a) suspension of advances and/or reimbursements; and/or (b) issuance of notices to suspend operations.

8.7.4.4 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, *unless* CSD reasonably determines, based on credible information, that: (a) substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Agreement, and/or (b) associated costs are otherwise very likely to be disallowed; and (c) taxpayer dollars are at significant risk and are unlikely to be recovered if Sanctions are not immediately imposed.

8.7.5 *Procedures for Review of Special Conditions and/or Sanctions.*

8.7.5.1 If Contractor wishes to contest the imposition of Special Conditions and/or Sanctions, Contractor shall have five working days following receipt of a Notice of Enforcement Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be imposed.

8.7.5.2 CSD shall have five working days following receipt of Contractor's response to accept or reject Contractor's objection and to state in writing the consequences of the decision and Contractor's obligations going forward, if any.

8.7.5.3 *Informal Meeting.* Within five working days of receipt of a Notice of Enforcement Action, Contractor may request an informal meeting for the parties to consider the matters addressed in the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines that the meeting would be helpful to the process, can be held expeditiously, and will not cause undue delay or further jeopardize taxpayer dollars.

8.7.5.4 Contractor may, at any time, request in writing that CSD initiate the contract suspension or contract termination processes, to include the requisite hearings, as set out in applicable federal and State law, with particular reference to 22 CCR § 100780.

8.7.5.5 Should Contractor fail to show cause as to why the Enforcement Action should not go forward, or should Contractor fail to request that CSD initiate either the contract suspension or termination processes, CSD may initiate such action at its own discretion.

8.7.5.6 Special Conditions and Sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that Article 8.7.5.3 applies.

8.7.6 *Enforcement Action Cost Disallowance.*

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- 8.7.6.1 *Statement of Questioned Costs.* If CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the enforcement process as questioned costs are identified.
- 8.7.6.2 Statements of Questioned Costs shall include, at minimum: (a) particular item(s) of cost questioned and the specified amount(s) by type or category of costs; (b) factual basis for questioning costs, and the information and/or documentation required to justify payment of the costs; and (c) timeframe and procedures for Contractor's submission of the required information or documentation to CSD.
- 8.7.6.3 *Investigative Audits and Reports.* If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor agrees to cooperate fully in any audit conducted and to ensure that Contractor's agents, accountants and subcontractors cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response.
- 8.7.6.4 *Effect of Non-Cooperation with Investigative Audits.* If Contractor fails to cooperate in the conduct of an audit initiated pursuant to Article 8.7.6.3, CSD may: (a) impose sanctions as provided in article 8.7.4.; and/or (b) issue a Notice of Disallowed Costs as determined appropriate.
- 8.7.6.5 *Notice of Disallowed Costs.* If CSD determines that further information and/or documentation provided by Contractor has not fully addressed or resolved any outstanding issues of questioned costs, CSD shall issue a Notice of Disallowed Costs, which notice shall include: (a) the amount of disallowed costs to be repaid, if any; and (b) the date by which repayment must be made or, in the alternative, (c) the date by which Contractor must submit a proposed repayment plan for consideration by CSD.
- 8.7.6.6 *Right to Dispute Notice.* Not later than five working days after receipt of a Notice of Disallowed Costs, Contractor may request a hearing disputing the Notice or statements made therein. The hearing shall be conducted in accordance with the procedures set out in 22 CCR § 100780, for the purpose of adjudicating the matter of cost disallowance; however, either Contractor or CSD may opt to adjudicate other pending enforcement action matters, in a combined proceeding.

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- 8.7.6.7 *Waiver of Right to Dispute.* If Contractor declines to request a hearing to adjudicate cost disallowance, or neglects to submit a request as provided in Article 8.7.6.6, the Notice of Disallowed Costs shall be deemed final and Contractor shall be obligated to comply with the requirements of the Notice.
- 8.7.6.8 Contractor will be deemed to have complied with a Notice of Disallowed Costs when CSD receives full repayment of outstanding disallowed amount(s), or when CSD formally approves a repayment plan. In reviewing Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to: (a) federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded; (b) the exigencies of the grant program and CSD's ability to reallocate the funds repaid or otherwise dispose of the funds in accordance with applicable law; (c) the risk of being unable to recover funding and the options for securing Contractor's repayment obligation; and (d) Contractor's financial condition and ability to pay.
- 8.7.7 *Removal of High-Risk Designation.* Contractor shall remain on High Risk until CSD reasonably determines that Contractor has complied with the requirements of the Notice of High Risk Designation, including verification by CSD that corrective measures have been implemented, that all conditions have been met and that disallowed costs have been repaid or, alternatively, that CSD has deemed Contractor's repayment plan to be acceptable and Contractor has demonstrated it is in compliance with the plan. Upon determination that Contractor has complied with the requirements of the Notice of High-Risk Designation, CSD shall give Contractor written notice of such determination.
- 8.7.8 *Further Enforcement Action.* In the event Contractor's non-compliance with the terms and conditions of this Agreement are not remedied through imposition of Special Conditions, and/or Sanctions, thereby enabling CSD to remove High Risk designation, CSD may initiate further Enforcement Actions involving Contract Suspension, Contract Termination and Termination of Contractor's designation as eligible entity, which shall be initiated and conducted in accordance with the applicable provisions found in 22 CCR § 100780 and other applicable State and federal statutes and regulations.
- 8.7.9 *Contractor's Status During Federal Review Period.* The final decision with respect to any enforcement action which involves contract termination, cost disallowance, a denial of refunding, and/or de-designation of an eligible entity shall become effective upon completion of the applicable federal review, if initiated by Contractor, and in compliance with appeal requirements pursuant to Section 676A of the Community Services Block Grant Act, (42 USC 9905A), except that Special Conditions and Sanctions shall remain in force during the course of any federal review and appeal, and no new contracts or amendments will be executed during the federal review and appeal process.

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ARTICLE 9 – FEDERAL AND STATE POLICY PROVISIONS

9.1 Federal Certification Regarding Debarment, Suspension, and Related Matters

9.1.1 Contractor hereby certifies to the best of its knowledge that it, any of its officers, or any subcontractor(s):

9.1.1.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

9.1.1.2 Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes; commission of embezzlement, theft, forgery, or bribery; falsification or destruction of records; making false statements; or receiving stolen property.

9.1.1.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in Article 9.1.1.2 of this certification.

9.1.1.4 Have not, within a three-year period preceding this Agreement, had one or more public (federal, state, or local) transactions terminated for cause or default.

9.1.1.5 If any of the above conditions are true for the Contractor, any of its officers, or any subcontractor(s), Contractor shall describe such condition(s) in writing and submit this information to CSD with the other forms Contractor must complete and return prior to CSD's execution of this Agreement. Based on the description, CSD in its discretion may decline to execute this Agreement or set further conditions of this Agreement. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Agreement, and CSD may terminate this Agreement for cause immediately pursuant to the termination provisions of State and federal law governing the CSBG program.

9.1.1.6 Contractor must certify in writing to the best of its knowledge that any subcontractor(s) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

SUBVENTION AGREEMENT

9.2 Affirmative Action Compliance

- 9.2.1 Each Contractor or subcontractor with 50 or more employees and an agreement of \$50,000 or more shall be required to develop a written Affirmative Action Compliance Program.
- 9.2.2 The written Affirmative Action Compliance Program shall follow the guidelines set forth in 41 CFR § 60 1.40, §§ 60 2.10 through 60 2.32, §§ 60 250.1 through 60 250.33, and §§ 60 741.4 through 60 741.32.
- 9.2.3 Each Contractor or subcontractor with less than 50 employees shall comply with Section 202 of Part II of Executive Order 11246, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall fully comply with the requirements thereof.

9.3 Nondiscrimination Compliance

- 9.3.1 Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.
- 9.3.2 Contractor hereby certifies compliance with the following:
 - 9.3.2.1 Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity.
 - 9.3.2.2 Title VI and Title VII of the Civil Rights Act of 1964, as amended.
 - 9.3.2.3 Rehabilitation Act of 1973, as amended.
 - 9.3.2.4 Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended.
 - 9.3.2.5 Title 41, Code of Federal Regulations (CFR), Chapter 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, as amended.
 - 9.3.2.6 Public Law 101 336, Americans with Disabilities Act of 1990, as amended.

9.4 Specific Assurances

- 9.4.1 *Pro-Children Act of 1994*. This Agreement incorporates by reference all provisions set forth in Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). Contractor further agrees that the above language will be included in any subcontracts that contain provisions for children's services and that all subcontractors shall certify compliance accordingly. For a detailed explanation, please visit the Providers' Website.

SUBVENTION AGREEMENT

- 9.4.2 This Agreement incorporates by reference all provisions set forth in “Child Support Services and Referrals (Section 678G (b) 1998 CSBG Reauthorization Act).” For a detailed explanation in the CSBG Act, please visit the Providers’ Website.
- 9.4.3 *American-Made Equipment/Products.* Contractor shall assure, pursuant to Public Law 103-333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Agreement shall be American made.
- 9.4.4 *Federal and State Occupational Safety and Health Statutes.* Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes; the California Safe Drinking Water and Toxic Enforcement Act of 1986; Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule; and Workers' Compensation laws.
- 9.4.5 *Political Activities.* Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Agreement. Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Agreement.
- 9.4.6 *Lobbying Activities.* Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Agreement or any other fund, programs, projects, or activities that flow from this Agreement. If Contractor engages in lobbying activities, Contractor shall complete, sign and date the attached CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the U.S. Department of Health and Human Services under 45 CFR Part 93.

9.5 **Commercial and Government Entity (CAGE) Identification Code and Data Universal Numbering System (DUNS) Requirements**

Contractor shall provide to CSD proof of an active nine-digit Data Universal Numbering System (DUNS) number and a five-character Commercial and Governmental Entity (CAGE) identification code as a prerequisite to execution of this Agreement. To obtain authentication of the CAGE and DUNS number, print and submit verification from the Systems for Award Management website at <https://www.sam.gov/portal/public/SAM/>.

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DEFINITIONS

All terms used in this Agreement shall be defined as stated in applicable federal and state statutes and regulations (42 U.S.C. § 9902; CA Govt. Code § 12730; 45 C.F.R. Part 75 and 22CCR § 100601). The following terms shall be more specifically defined for purposes of this Agreement, insofar as the definition accords with federal and state law, as follows:

<u>Agreement:</u>	The complete contents of this contract entered into by and between the CSD and Contractor, including all rights, duties, and obligations whether expressed or implied required toward the legal performance of the terms hereof, and including all documents expressly incorporated by reference.
<u>Amendment:</u>	A formal change to the Agreement of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Agreement.
<u>Authorized Agent:</u>	The duly authorized representative of the Board of Directors of Contractor, and the duly elected or appointed, qualified, and acting officer of the State. In the case of Contractor, the State shall be in receipt of a board resolution affirming the agent's representative capacity to bind Contractor to the terms of this Agreement.
<u>Board of Directors:</u>	For the purposes of a private nonprofit Community Action Agency, Board of Directors refers to the tripartite board as mandated by 42 U.S.C. § 9910 and Government Code § 12751. For the purposes of a publicly governed Community Action Agency, Board of Directors refers to the tripartite advisory/ administering board that is mandated by 42 U.S.C. § 9910 and California Government Code § 12752.1 and established by the political subdivision or local government.
<u>Community Action Agency:</u>	A public or private nonprofit agency that fulfills all requirements of Government Code § 12750.
<u>Continuing Resolution:</u>	An appropriation act that provides budget authority for federal agencies, specific activities, or both to continue in operation when Congress and the President have not completed action on the regular appropriation acts by the beginning of the fiscal year.
<u>Contractor:</u>	The entity (partnership, corporation, association, agency, or individual) designated on the face sheet (STD 213) of this Agreement.
<u>CSD:</u>	The State of California Department of Community Services and Development.

SUBVENTION AGREEMENT

<u>Equipment:</u>	An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-profit organization for financial statement purposes, or \$5000.
<u>Limited Purpose Agency (LPA):</u>	A community-based nonprofit organization without a tripartite board, as defined in California Government Code § 12775 and 42 U.S.C. § 9921.
<u>Maximum Amount:</u>	The dollar amount reflected on line 3 of the face sheet (STD 213) of this Agreement.
<u>Modification:</u>	An immaterial change to this Agreement that does not require an Amendment.
<u>Native American Indian Program (NAI):</u>	A tribal or other Native American Indian organization in an urban or rural off-reservation area, as defined in California Government Code § 12772, such as an Indian nonprofit organization, which meets the criteria of ‘eligible entity’ as defined in subdivision (g) of § 12730. An NAI may be considered a ‘public organization’ for purposes of tripartite board requirements or other mechanisms of governance in accordance with 42 U.S.C. § 9910(b).
<u>Parties:</u>	CSD on behalf of the State of California, and the Contractor.
<u>Program:</u>	The Community Services Block Grant (CSBG) Program, 42 USC §§ 9901 et seq., as amended.
<u>State:</u>	The State of California Department of Community Services and Development.
<u>Subcontractor:</u>	An entity (partnership, tribe, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Agreement.
<u>Subcontract:</u>	A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Agreement.
<u>Total Allocation:</u>	The actual amount of funds available to Contractor under this Agreement, as calculated pursuant to Government Code § 12759 after CSD receives the notice of grant award for the full allocation based on the appropriation by Congress for the related federal fiscal year, and as publicly announced by CSD’s Director or designee, subsequent to the execution of this Agreement.

SUBVENTION AGREEMENT

TABLE OF FORMS AND ATTACHMENTS

Forms (to be returned with signed Agreement):

- A. 425 Budget Series (Forms):
 - 1. CSD 425.S CSBG Contract Budget Summary
 - 2. CSD 425.1.1 CSBG Budget Support Personnel Cost
 - 3. CSD 425.1.2 CSBG Budget Support Non-Personnel Cost
 - 4. CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds
 - 5. CSD 425.1.4 CSBG Contract Budget Narrative

- B. CSBG Annual Report Work Plan (CSD 641)

- C. CSBG Annual Work Plan Modules 3 and 4

Annual programmatic work plan covers the programmatic activities from January 1, 2020 through December 31, 2020. Contractor must complete and submit the CSBG Annual Work Plan in the eGov Report Hub database system as part of the contract deliverables. The Contractor must complete the Community Initiative Status Form in Module 3, Section A. The Contractor must enter the targets for the number of participants expected to achieve the identified outcome in Module 4, Section A. As applicable, Modules 3 and 4 must be completed and submitted in the eGov Reporting system. To access the eGov system click on the following link [eGovReportHub](#).

- D. Certification Regarding Lobbying/Disclosure of Lobbying Activities
- E. CSD Federal Accountability and Transparency Act Report (CSD 279)
- F. Agency Staff and Board Roster (CSD 188)

The following documents are hereby incorporated by reference:

Attachment A: CSBG Allocation Spreadsheet

Attachment B: Supplemental Audit Guide

4820-2059-7148, v. 2

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee

From: Carmen Segovia, Director of Health & Nutrition
Date: November 13, 2019
Subject: *Agenda Item 5g:* Resolution to Approve the Submission of the California Coastal Commission Whale Tail Application for the Marine Studies Program at Friendship House Community Center and Shafter Youth Center – **Action Item**

Background

CAPK wishes to request approximately \$15,000 from the California Coastal Commission to provide the After School Marine Studies program at Friendship House Community Center and Shafter Youth Center.

The program will provide fun educational activities and interactive experiences to teach children and youth the importance of the ocean in maintaining the eco-system. A new activity will be EcoColumn, made of two-liter soda bottles to model a small ecosystem that demonstrate how different parts of nature interact. The children and youth will also receive instruction using curriculum from the Long Beach Aquarium, and a beach clean-up field trip will

Recommendation

Staff recommends the Board of Directors approve with resolution, the submission of the California Coastal Commission Whale Tail Application for the Youth Center's After School Marine Studies program.

Attachment:
Resolution Number 2019-23

RESOLUTION # 2019-23

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application for the 2019-2020 California Coastal Commission Whale Tail Program

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on November 29, 2019 at a scheduled Board meeting located at 5005 Business Park North, Bakersfield, CA 93309, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of the City of Bakersfield; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Bakersfield by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives,” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield, and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the California Coastal Commission, and hereby requests the California Coastal Commission to provide financial assistance and the obligations that accompany said funds for the purpose of providing after-school marine studies for children and youth at Friendship House Community Center and Shafter Youth Center. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer is hereby authorized to request this course of action by completing any and all application documents for submittal to the California Coastal Commission Whale Tail Program on behalf of Community Action Partnership of Kern.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 20th day of November 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED OCTOBER 31, 2019**

	03/01/19- 09/30/19	10/01/19 - 10/31/19	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 525,604.38	\$ -	\$ 525,604.38
CASH RECEIPTS			
2019 Awards Banquet Donations	49,981.86	-	49,981.86 a
Donations	1,779.41	60.00	1,839.41
Misc. Revenue	2,770.08	80.00	2,850.08
Interest Income/Union Administrative Fee	697.97	-	697.97
TOTAL CASH RECEIPTS	55,229.32	140.00	55,369.32
CASH DISBURSEMENTS			
Line of Credit Interest Expense	-	-	-
Line of Credit Unused Commitment Fee	3,763.85	-	3,763.85 b
2019 Awards Banquet Expenses	26,648.61	-	26,648.61 a
Supplies	1,563.81	-	1,563.81
Volunteer Appreciation	-	-	- c
Fundraising Expenses	-	-	-
Property Taxes - Campus Vacant Parcels	-	2,250.35	2,250.35
Miscellaneous Expenses	6,181.50	84.15	6,265.65
Indirect	427.40	225.04	652.44
TOTAL CASH DISBURSEMENTS	38,585.17	2,559.54	41,144.71
CASH PROVIDED (USED)	16,644.15	(2,419.54)	14,224.61
ENDING BALANCE	\$ 542,248.53		\$ 539,828.99
		Discretionary Cash	\$ 206,248.00
		Fund Raising Cash	333,580.99
			539,828.99
		Add: Prepaid	-
		Less: AP	-
			\$ 539,828.99

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was \$48,148.08.
- a. As of 08/31/19, net 2019 awards banquet gain is \$28,833.25 (FYE 2/28/19 = \$5,500.00 + \$49,981.86 - \$26,648.61 expenses for 2019/20).
- b. Commitment fee for the period 12/31/18 to 9/30/19 that the \$2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 11/04/2019



COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

NOVEMBER 13, 2019

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - START UP FUNDS	4,324,691	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITA00228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	35,000	93.569	18F - 5015	01/01/18 - 05/31/19	175000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	30,000	93.569	19F - 4417	06/01/19 - 05/31/20	175000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CBSG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19-03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 9,615,849 4,415,991	93.568	18B - 4012 19B - 5012 20B - 2012	10/01/17 - 07/31/19 10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-38 122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMP - 8000 CMP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	121,906	10.568/569	15 - MOU - 00118	10/01/18 - 09/30/19	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816 4,001,061	10.557	15 - 10064 19 - 10139	10/01/18 - 09/30/19 10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805 4,173,682		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,659,082		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,846,369		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 262,661		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 39,399		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000 174,000		18T - 8012 19T - 9011	10/15/18 - 06/30/19 10/01/19 - 06/30/20	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	35,000 35,000		509-2019	08/13/19 - 06/30/20	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/3/19 - 7/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738 45,000		105 - 2018	07/01/18 - 06/30/19 07/01/19 - 06/30/20	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	66,000		N/A	01/01/19 - 12/31/19	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

**COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250.0	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	\$ 235,000	\$ 235,000	3		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				
07/31/19	\$ 1,200,000	\$ 1,200,000	2		
08/31/19	n/a				
09/30/19	n/a				
10/31/19	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for \$2 million and will terminate on January 15, 2020.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was not required for the month of October 2019.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	\$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	\$ 1,258.99	0.25%
6/30/19 - 9/30/19	90 days	\$ 1,261.11	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF OCTOBER 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(302,937.67)
HEAD START/EARLY HEAD START	(13,580.74)
SUBTOTAL	(316,518.41)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	291,966.49
MIGRANT A/P	1,933,887.70
MIGRANT CHILD CARE	69,594.01
MIGRANT SPECIALIZED SERVICES	(328.99)
STATE PRESCHOOL	1,484,343.08
SUBTOTAL	3,779,461.99
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(116,481.92)
EF&S	39,799.00
EFAP	175,666.41
FOOD BANK	188,012.71
FOOD BANK CAPACITY PROGRAM	18,115.48
FOOD BANK - STATE	(138,965.91)
SOCAL GAS	2,305.66
WONDERFUL FOUNDATION	14,537.67
SUBTOTAL	182,989.10
ENERGY	(133,887.36)
DOE WAP	(25,309.97)
LIHEAP	(221,010.57)
LIWP SOLAR PV	(100.32)
LIWP SINGLE FAMILY	(200.72)
PG&E	(11,099.75)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	391,608.69
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(56,255.34)
211 HOSPITAL PREPAREDNESS	(381.32)
BANK OF THE WEST	23,400.30
CAL FRESH	(15,761.41)
CALEITC	(9,079.38)
COST POOLS	59,656.72
COUNTY OF KERN - 2-1-1	0.00
CSBG	69,036.70
CSBG DISCRETIONARY	(14,332.25)
DIFFERENTIAL RESPONSE	(32,907.98)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	202,714.44
ECONOMIC EMPOWERMENT	(18,909.96)
FIRST 5 KERN 211	(18,498.72)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(10,638.98)
FIRST 5 HELP ME GROW	7,964.18
FRIENDSHIP HOUSE	(26,902.02)
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GENERAL FUND	56,171.97
HOME VISIT INITIATIVE (CO OF KERN)	(135,556.12)
HUD-COORDINATED ENTRY SYSTEM	(38,110.32)
INDIRECT FUND	1,869,648.03
IRS - VITA	(10,576.04)
INFORMATION & EDUCATION	(14,282.42)
NEOPB CAL FRESH HEALTHY LIVING	(17,233.33)
POSITIVE YOUTH DEV SVC	(4,955.77)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(32,378.43)
STARBUCKS FOUNDATION	0.00
TRADE MITIGATION	0.00
UNITED WAY 211	(17,322.68)
WELLS FARGO FOUNDATION	11,285.00
WIC	(1,114,629.19)
LESS: ENERGY NEGATIVE BALANCE	(391,608.69)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	655,168.74
TOTAL OPERATING CASH	4,303,101.42

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
October 31, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	10/31/19		5,019,648.41
LESS: OUTSTANDING CHECKS		716,511.25	
ADJUSTED BANK BALANCE AT	10/31/19		4,303,137.16
GENERAL LEDGER BALANCE AT	09/30/19		2,270,596.59
ADD: DEPOSITS		4,160,867.15	
US TREAS DRAWDOWNS		2,353,147.57	
FUNDS FROM OTHER GRANTS		213,395.83	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE		700,000.00	
ONLINE DEPOSITS		80.00	
ACH REFUNDS		21,964.67	
CA STATE SALES TAX REFUND		681.85	
ADP ERROR (Will be fixed by WF in November 2019)		56,444.01	
CHECK # 184597 BANK DEBIT DIFFERENCE		0.50	
LESS: CHECKS		2,328,209.99	
ADP PAYROLL 10/11/19		1,244,659.99	
ADP PAYROLL 10/24/19		1,271,475.35	
EFTS FOR HRA/HSA/ STD/403B		209,759.97	
REC LOAN PRINCIPAL/INT EXPENSES		31,564.09	
CREDIT CARD		33,222.76	
BANK FEES		420.48	
ACH VOUCHERS		353,962.38	
CA STATE SALES TAX		766.00	
GENERAL LEDGER BALANCE AT	10/31/19		4,303,137.16

DIFFERENCE: -

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 11/08/2019

APPROVED BY: [Signature] TITLE: Chief Financial Officer DATE: 11/08/2019

[Signature]

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	10/31/19	645,504.51
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	10/31/19	645,504.51

BALANCE PER G/L	09/30/19	645,420.64
ADD:		
DEPOSITS		0.00
INTEREST		83.87
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00

BALANCE PER G/L	10/31/19	645,504.51
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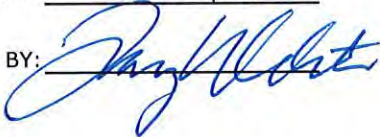
DIFFERENCE: 0.00

* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 11/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/06/19



**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	10/31/19	782,540.31
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	10/31/19	782,540.31

BALANCE PER G/L	09/30/19	510,884.07
ADD:		
DEPOSITS	971,591.22	
INTEREST	65.02	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
WIRE TRANSFER	700,000.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	10/31/19	782,540.31

* December 2009 name changed from Food Bank to DOE ARRA.

DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 11/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/06/19



COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

WELLS FARGO BANK, N.A.
 P. O. BOX 63021
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	10/31/19	5,633.39
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	10/31/19	5,633.39

BALANCE PER GENERAL LEDGER	09/30/19	5,522.40
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	123.60	
PAYPAL DEPOSIT	0.00	
INTEREST	0.73	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANKCARD FEES	13.34	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	10/31/19	5,633.39

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.
 ** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.
 *** January 2018 name changed from HOPE Program Account to On-line Donations Account.

Difference: 0.00

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 11/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 11/06/19



COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **10/31/19** **2.11**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **10/31/19** **2.11**

BALANCE PER G/L **09/30/19** **2.11**

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

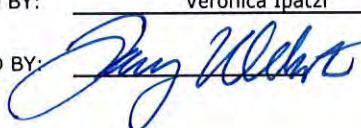
CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **10/31/19** **2.11**

DIFFERENCE: 0.00

PREPARED BY: Veronica Ipatzi Accountant DATE: 11/06/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 11/06/19



COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED October 1, 2019 - October 31, 2019

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	1,517.50
Yolanda Gonzales	Director of Head Start/State Child Development Programs	9,913.18
Donna Holland	Fiscal Administrator	9,769.73
Pritika Ram	Director of Administration	2,172.27
Carmen Segovia	Director of Health & Nutrition Services	6,699.62
Jeremy Tobias	Chief Executive Officer	784.11
Emilio Wagner	Director of Operations	2,732.80
Tracy Webster	Chief Financial Officer	25.00
Total		\$ 33,614.21



Statement Expenses

11/01/2019 02:29 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	10/31/2019
Status:	Open	Reminder Period:	
Charges:	0.00 USD	11/01/2019 through 11/03/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	0.00 USD	11/04/2019 through 11/06/2019	
		Approval Period:	
		11/07/2019 through 11/10/2019	
		Download Period:	
		11/11/2019 through 11/28/2019	

Charges

There are no results.

---End of Report---

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Statement Expenses

 11/01/2019 02:31 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	10/31/2019
Status:	Open	Reminder Period:	11/01/2019 through 11/03/2019
Charges:	1,517.50 USD	Grace Period:	11/04/2019 through 11/06/2019
Out-of-pocket:	0.00 USD	Approval Period:	11/07/2019 through 11/10/2019
Total Amount:	1,517.50 USD	Download Period:	11/11/2019 through 11/28/2019

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu, HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50

Total Charges: 1,517.50 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/01/2019 02:32 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	10/31/2019
Status:	Open	Reminder Period:	
Charges:	9,913.18 USD	11/01/2019 through 11/03/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	9,913.18 USD	11/04/2019 through 11/06/2019	
		Approval Period:	
		11/07/2019 through 11/10/2019	
		Download Period:	
		11/11/2019 through 11/28/2019	

Charges

1.	Transaction Date 09/30/2019	Posting Date 10/01/2019	Merchant Smore.com - Educator www.smore.com,NY	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 79.00 USD / 79.00
2.	Transaction Date 10/04/2019	Posting Date 10/07/2019	Merchant Barnes & Noble #2851 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 61.70 USD / 61.70
3.	Transaction Date 10/07/2019	Posting Date 10/08/2019	Merchant Allianz Travel Ins Allianzins.us,VA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 49.40 USD / 49.40
4.	Transaction Date 10/09/2019	Posting Date 10/10/2019	Merchant The Toll Roads Of Oc 949-727-4800,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 11.62 USD / 11.62
5.	Transaction Date 10/15/2019	Posting Date 10/16/2019	Merchant Sheraton Hotel Waikiki Honolulu,HI	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,821.00 USD / 1,821.00
6.	Transaction Date 10/15/2019	Posting Date 10/16/2019	Merchant Sheraton Hotel Waikiki Honolulu,HI	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,821.00 USD / 1,821.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu, HI		CAPK Pcard (CAPL Pcard)	No	1,821.00 USD / 1,821.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/15/2019	10/16/2019	Sheraton Hotel Waikiki Honolulu, HI		CAPK Pcard (CAPL Pcard)	No	1,517.50 USD / 1,517.50
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384, CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2019	10/23/2019	Smore.com - Educator Www.smore.com, NY		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2019	10/23/2019	Smore.com - Educator Www.smore.com, NY		CAPK Pcard (CAPL Pcard)	No	79.00 USD / 79.00
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2019	10/24/2019	The Mark 661-3227665, CA		CAPK Pcard (CAPL Pcard)	No	1,639.56 USD / 1,639.56
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/26/2019	10/28/2019	Springhill Suites Ridg Ridgecrest, CA		CAPK Pcard (CAPL Pcard)	No	146.02 USD / 146.02

Total Charges: 9,913.18 USD

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Statement Expenses

 11/01/2019 02:34 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	10/31/2019
Status:	Open	Reminder Period:	
Charges:	9,769.73 USD	11/01/2019 through 11/03/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	9,769.73 USD	11/04/2019 through 11/06/2019	
		Approval Period:	
		11/07/2019 through 11/10/2019	
		Download Period:	
		11/11/2019 through 11/28/2019	

Charges

1.	Transaction Date 10/02/2019	Posting Date 10/04/2019	Merchant Food Safety Training 818-889-8799,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 109.45 USD / 109.45
2.	Transaction Date 10/15/2019	Posting Date 10/16/2019	Merchant Sheraton Hotel Waikiki Honolulu,HI	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,821.00 USD / 1,821.00
3.	Transaction Date 10/15/2019	Posting Date 10/16/2019	Merchant Sheraton Hotel Waikiki Honolulu,HI	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,517.50 USD / 1,517.50
4.	Transaction Date 10/15/2019	Posting Date 10/16/2019	Merchant Sheraton Hotel Waikiki Honolulu,HI	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,517.50 USD / 1,517.50
5.	Transaction Date 10/18/2019	Posting Date 10/21/2019	Merchant Hyatt Regency Sacramento 8885884384,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 787.38 USD / 787.38
6.	Transaction Date 10/18/2019	Posting Date 10/21/2019	Merchant Hyatt Regency Sacramento	General Ledger Code	Unit	Receipt Submitted ‡ No	Amount / Original Currency 827.38 USD / 827.38

8885884384,CA				CAPK Pcard (CAPL Pcard)			
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	827.38 USD / 827.38
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/21/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	787.38 USD / 787.38
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/18/2019	10/24/2019	Hyatt Regency Sacramento 8885884384,CA		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/24/2019	10/25/2019	Hyatt Regency Sacramento Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	(40.00) USD / (40.00)

Total Charges: 9,769.73 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

 11/01/2019 02:36 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	10/31/2019
Status:	Open	Reminder Period:	
Charges:	2,172.27 USD	11/01/2019 through 11/03/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	2,172.27 USD	11/04/2019 through 11/06/2019	
		Approval Period:	
		11/07/2019 through 11/10/2019	
		Download Period:	
		11/11/2019 through 11/28/2019	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/01/2019	Beatty Group 800-285-6215,OR		CAPK Pcard (CAPL Pcard)	No	200.00 USD / 200.00
	Description	Registration Fee - I. Fonseca for AIRS Conf.					
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/02/2019	United 0162475141094 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	261.60 USD / 261.60
	Description	Irene Fonseca - AIRS Conf. in Portland					
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/03/2019	10/04/2019	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	349.81 USD / 349.81
	Description	Lunch for Grants Day - Comm Dev.					
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/05/2019	10/07/2019	Corner Bakery Cafe 1616 818-657-6066,CA		CAPK Pcard (CAPL Pcard)	No	131.95 USD / 131.95
	Description	Lunch for Employee Health Ins. Ad-Hoc Committee					
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/08/2019	10/10/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	400.00 USD / 400.00

6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/12/2019	10/14/2019	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard (CAPL Pcard)	No	(460.00) USD / (460.00)
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/14/2019	10/16/2019	Hilton Hotels 303-8971300,CO		CAPK Pcard (CAPL Pcard)	No	677.13 USD / 677.13
	Description	Advance hotel payment for Rebecca Moreno - Built for Zero Conference					
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/22/2019	10/24/2019	Embassy Suites Dwntwn 503-2799000,OR		CAPK Pcard (CAPL Pcard)	No	412.78 USD / 412.78
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/24/2019	10/25/2019	Nna Services Llc 800-876-6827,CA		CAPK Pcard (CAPL Pcard)	No	199.00 USD / 199.00

Total Charges: 2,172.27 USD

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---End of Report---



Statement Expenses

 11/01/2019 02:37 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	10/31/2019
Status:	Open	Reminder Period:	11/01/2019 through 11/03/2019
Charges:	6,699.62 USD	Grace Period:	11/04/2019 through 11/06/2019
Out-of-pocket:	0.00 USD	Approval Period:	11/07/2019 through 11/10/2019
Total Amount:	6,699.62 USD	Download Period:	11/11/2019 through 11/28/2019

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/01/2019	Amzn Mktp Us G22kh2uv3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	164.52 USD / 164.52
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/01/2019	Helm Publishing Inc 940-4973558,TX		CAPK Pcard (CAPL Pcard)	No	1,176.00 USD / 1,176.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/01/2019	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard (CAPL Pcard)	No	1,990.00 USD / 1,990.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	09/30/2019	10/02/2019	Jim Charlon Ford Inc Ridgecrest,CA		CAPK Pcard (CAPL Pcard)	No	273.63 USD / 273.63
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/01/2019	10/02/2019	Amzn Mktp Us Oo7ts7vz3 Amzn.com/bill,WA		CAPK Pcard (CAPL Pcard)	No	59.98 USD / 59.98
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/02/2019	10/03/2019			CAPK Pcard	No	185.83 USD / 185.83

			Hotelscom8082695508423 Hotels.com,NV		(CAPL Pcard)		
7.	Transaction Date 10/03/2019	Posting Date 10/04/2019	Merchant Hotelscom8078815967328 Hotels.com,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 191.04 USD / 191.04
8.	Transaction Date 10/01/2019	Posting Date 10/08/2019	Merchant Helm Publishing Inc Lake Dallas,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency (176.40) USD / (176.40)
9.	Transaction Date 10/09/2019	Posting Date 10/10/2019	Merchant Ucsd Extn 858-534-3116 858-534-3116,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 695.00 USD / 695.00
10.	Transaction Date 10/10/2019	Posting Date 10/14/2019	Merchant Double Tree Sacramento,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 220.02 USD / 220.02
11.	Transaction Date 10/10/2019	Posting Date 10/14/2019	Merchant Double Tree Sacramento,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 220.02 USD / 220.02
12.	Transaction Date 10/18/2019	Posting Date 10/21/2019	Merchant Hyatt Regency Sacramento 8885884384,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 437.62 USD / 437.62
13.	Transaction Date 10/18/2019	Posting Date 10/21/2019	Merchant Hyatt Regency Sacramento 8885884384,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 397.62 USD / 397.62
14.	Transaction Date 10/21/2019	Posting Date 10/23/2019	Merchant Victorville Chevrolet 760-955-8200,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 561.61 USD / 561.61
15.	Transaction Date 10/21/2019	Posting Date 10/24/2019	Merchant Office Depot #952 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ₺ No	Amount / Original Currency 114.04 USD / 114.04

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/23/2019	10/25/2019	Office Depot #952 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	89.09 USD / 89.09
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/25/2019	10/28/2019	Target 00027151 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	100.00 USD / 100.00

Total Charges: 6,699.62 USD

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Statement Expenses

 11/01/2019 02:37 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	10/31/2019
Status:	Open	Reminder Period:	11/01/2019 through 11/03/2019
Charges:	784.11 USD	Grace Period:	11/04/2019 through 11/06/2019
Out-of-pocket:	0.00 USD	Approval Period:	11/07/2019 through 11/10/2019
Total Amount:	784.11 USD	Download Period:	11/11/2019 through 11/28/2019

Charges

1.	Transaction Date 10/03/2019	Posting Date 10/04/2019	Merchant Paypal Californiac 402-935-7733,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 50.00 USD / 50.00
2.	Transaction Date 10/16/2019	Posting Date 10/17/2019	Merchant Sheraton Gateway Los Ang Los Angeles,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 207.09 USD / 207.09
3.	Transaction Date 10/15/2019	Posting Date 10/17/2019	Merchant Abm Skyview Center 4808 Los Angeles,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 17.55 USD / 17.55
4.	Transaction Date 10/22/2019	Posting Date 10/23/2019	Merchant Sq Bakersfield Dow 877-417-4551,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 220.00 USD / 220.00
5.	Transaction Date 10/26/2019	Posting Date 10/28/2019	Merchant San Fernando Valley Bu 323-549-5225,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 49.95 USD / 49.95
6.	Transaction Date 10/30/2019	Posting Date 10/31/2019	Merchant Food-ex Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 239.52 USD / 239.52

Total Charges: 784.11 USD

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Statement Expenses

 11/01/2019 02:38 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	10/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	2,732.80 USD	11/01/2019 through	11/03/2019
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	2,732.80 USD	11/04/2019 through	11/06/2019
		Approval Period:	
		11/07/2019 through	11/10/2019
		Download Period:	
		11/11/2019 through	11/28/2019

Charges

1.	Transaction Date 10/07/2019	Posting Date 10/09/2019	Merchant United 0162476198055 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ Yes	Amount / Original Currency 749.80 USD / 749.80
2.	Transaction Date 10/07/2019	Posting Date 10/09/2019	Merchant United 0162476198057 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ Yes	Amount / Original Currency 749.80 USD / 749.80
3.	Transaction Date 10/09/2019	Posting Date 10/10/2019	Merchant Ring Multicam Yearly Httpsring.com,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ Yes	Amount / Original Currency 100.00 USD / 100.00
4.	Transaction Date 10/10/2019	Posting Date 10/14/2019	Merchant Holiday Inn Express Sacr Sacramento,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ Yes	Amount / Original Currency 220.39 USD / 220.39
5.	Transaction Date 10/16/2019	Posting Date 10/18/2019	Merchant United 0161541791506 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ Yes	Amount / Original Currency 200.00 USD / 200.00
6.	Transaction Date 10/20/2019	Posting Date 10/21/2019	Merchant	General Ledger Code	Unit	Receipt Submitted ‡ Yes	Amount / Original Currency 445.40 USD / 445.40

Mindbody, Inc 805-4762700,CA			CAPK Pcard (CAPL Pcard)				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/20/2019	10/21/2019	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	Yes	209.25 USD / 209.25
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/28/2019	10/29/2019	Chevron 0098109 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	58.16 USD / 58.16

Total Charges: 2,732.80 USD

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Statement Expenses

 11/01/2019 02:39 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	10/01/2019
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	10/31/2019
Status:	Open	Reminder Period:	11/01/2019 through 11/03/2019
Charges:	25.00 USD	Grace Period:	11/04/2019 through 11/06/2019
Out-of-pocket:	0.00 USD	Approval Period:	11/07/2019 through 11/10/2019
Total Amount:	25.00 USD	Download Period:	11/11/2019 through 11/28/2019

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/09/2019	10/10/2019	Paypal Kerncountyc 402-935- 7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00

Total Charges: 25.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (7 OF 12 MONTHS OR 66.66%)

Line Item	2019/20 Budget	3/1/19 - 10/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	877,861	59.6%	594,273
Head Start Subsidy	<u>709,204</u>	<u>566,313</u>	79.9%	<u>142,891</u>
Total Revenue	<u><u>2,181,338</u></u>	<u><u>1,444,174</u></u>	66.2%	<u><u>737,164</u></u>
Expenditures (Note B)				
Salaries	650,054	416,202	64.0%	233,852
Benefits	214,518	143,642	67.0%	70,876
Vehicle Gasoline, Repair/Maintenance	70,000	33,116	47.3%	36,884
Space Costs	101,200	93,812	92.7%	7,388
Supplies - Office & Food Service	114,900	86,057	74.9%	28,843
Equipment Repair/Maintenance & Lease	6,000	12,202	203.4%	(6,202)
Communication	13,000	7,554	58.1%	5,446
Risk Insurance	12,700	11,428	90.0%	1,272
Printing	1,700	415	24.4%	1,285
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,016	39.1%	1,584
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	<u>1,047,490</u>	<u>447,095</u>	42.7%	<u>600,395</u>
Sub Total	2,235,962	1,252,592	56.0%	983,370
Adult Meals Prepared	188,000	108,520	57.7%	79,480
Indirect	<u>133,376</u>	<u>83,062</u>	62.3%	<u>50,314</u>
Total Expenditures	<u><u>2,557,338</u></u>	<u><u>1,444,174</u></u>	56.5%	<u><u>1,113,164</u></u>

	Prior Period	October 2019	Cumulative
Total Meals Prepared and Vended (Note C)	449,432	86,837	536,269
Total Meals Claimed	<u>325,016</u>	<u>68,467</u>	<u>393,483</u>
Difference	124,416	18,370	142,786

Percentage Claimed to Prepared/Vended		78.8%	73.4%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/19 - 6/30/20 (3 OF 12 MONTHS = 25.0%)

Contract CMAP-7000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	\$ 463,474	\$ 624,236	\$ 547,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,635,478		
Add: Family Fees	<u>7,020</u>	<u>9,948</u>	<u>10,000</u>	-	-	-	-	-	-	-	-	-	<u>26,968</u>		
Net Provider Payments	\$ 470,495	\$ 634,184	\$ 557,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,662,447	83.38%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		21.02%
Administration & Support Services Revenue															
Provider Payments	\$ 470,495	\$ 634,184	\$ 557,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,662,447		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	\$ 99,802	\$ 134,524	\$ 118,314	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 352,640		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	44,434	95,913	59,514	-	-	-	-	-	-	-	-	-	199,861	10.02%	
Transfer Indirect to CSBG	50,744	72,175	61,911	-	-	-	-	-	-	-	-	-	184,830	6.60%	
Total Operating Costs	<u>-</u>	<u>-</u>	<u>(53,276)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(53,276)</u>		
	\$ 95,178	\$ 168,088	\$ 68,149	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,415	16.62%	
Revenue Earned Over/(Under) Costs	\$ 4,624	\$ (33,564)	\$ 50,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,225		
TOTAL COSTS - NET OF FAMILY FEES	\$ 565,673	\$ 802,272	\$ 625,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,993,861	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments 1,662,447
Reimbursement Rate (17.5% / 82.5%) x 21.2121%
Revenue Earned 352,640

Note 2: The maximum reimbursable amount per the 2017/18 State contract is as follows:

Provider Payments 7,907,363 82.50%
Administration 1,437,702 15.00%
Support Services 239,617 2.50%
Maximum Reimbursable Amount (MRA) 9,584,682 **100.00%**

Note 3: The MRA for 2019/20 is \$1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (4 OF 12 MONTHS = 33.3%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-9050)</u>														
Adjusted Days of Enrollment - Certified	5,071	4,597	4,408	5,621	-	-	-	-	-	-	-	-	19,698	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 251,240	\$ 227,736	\$ 218,379	\$ 278,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 975,817	27.60%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-9121)</u>														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	-	-	-	-	-	-	-	-	14,335	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 94,952	\$ 99,451	\$ 160,457	\$ 359,757	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 714,617	16.36%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>MIGRANT CHILD CARE (CMIG-9004)</u>														
Adjusted Days of Enrollment - Certified	298	257	228	143	-	-	-	-	-	-	-	-	926	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 14,766	\$ 12,732	\$ 11,317	\$ 7,073	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,889	18.04%
Maximum Reimbursable Amount (MRA)													\$254,377	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO			Month/Year: OCTOBER 2019	
Program/Work Unit: Not Applicable			Controller: Lorraine Casillas	
Services: Overall financial and accounting functions of the organization				
Activities	OCTOBER 2019		Year to Date (3/1/19 -10/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	10	4,160,867	71	21,462,197
Wire Deposits	5	213,396	29	1,117,383
Head Start/IRS Drawdowns	6	2,353,148	41	20,663,797
Vendor Checks Issued	1126	2,636,986	7,625	19,849,438
Payroll Disbursed		2,516,135		19,849,438
Grant Reports Prepared in October 2019	24		123	
Cal Fresh Outreach				
CCTR				
CMAP				
CMIG				
CMSS				
CSPP				
CSBG Discretionary				
Commodity Supplemental Food Program				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
First 5 East Kern Family Resource Center				
Head Start/ Early Head Start Kern SF-425				
Head Start Partnership SF-425				
Hospital Preparedness Program - 211				
HUD – Coordinated Entry System				
Home Visit Initiative				
LIHEAP 2019				
Positive Youth Development Services				
TEFAP Emergency Food Assist				
VITA				
WIC				

Other: Total Division Staffing: 18 positions, 1 vacancy (Administrative Assistant to CFO)

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Specialists (2)
Accountant (4)	Accounting Specialist
Accounting Technician (5)	Administrative Assistant to CFO

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2019

ASSETS

Cash in Bank	1,733,256
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,705,840
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,355,245
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 19,869,871

LIABILITIES AND NET ASSETS

Accounts Payable	2,026,795
Accrued Expenses	425,087
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	<u>1,324,168</u>

Total Liabilities 7,307,323

Total Net Assets 12,562,548

Total Liabilities and Net Assets 19,869,871

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	38,204,399
Donations	20,603,817
Other Revenue	824,446
In-Kind	<u>136,040</u>

Total Revenue 59,768,702

EXPENDITURES

Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,248,280
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,140,679
Program Costs	7,842,627
Capital Expenditures	40,125
Indirect	5,059,766
In-Kind	<u>136,040</u>

Total Expenditures 59,202,662

Net Change in Assets 566,040

Net Assets, beginning 11,996,508

Net Assets, ending 12,562,548

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF OCTOBER 31, 2019

ASSETS

Cash in Bank	5,090,369
Cash - Vacation Reserve	645,505
Petty Cash	500
Accounts Receivable	(1,408,886)
Travel Advance	10,260
Prepaid Expense	339,484
Inventory	1,357,274
Net Fixed Assets - Unrestricted	1,668,794
Net Fixed Assets - Restricted	<u>8,464,652</u>

Total Assets 16,167,951

LIABILITIES AND NET ASSETS

Accounts Payable	830,340
Accrued Expenses	(61,364)
Accrued Vacation	632,370
Line of Credit	-
Note Payable	1,954,721
Advance Payable	3,185
Deferred Revenue	<u>384,923</u>

Total Liabilities 3,744,175

Total Net Assets 12,423,776

Total Liabilities and Net Assets 16,167,951

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO OCTOBER 31, 2019

REVENUE

Grant Revenue	41,682,522
Donations	302,533
Other Revenue	1,136,475
In-Kind	<u>5,312,291</u>

Total Revenue 48,433,821

EXPENDITURES

Salaries	18,703,955
Benefits	5,621,148
Travel	471,261
Space Costs	4,140,634
Supplies	1,693,009
Consultant/Contract Services	1,804,066
Other Costs	1,659,500
Program Costs	5,547,309
Capital Expenditures	154,587
Indirect	3,464,831
In-Kind	<u>5,312,291</u>

Total Expenditures 48,572,593

Net Change in Assets (138,772)

Net Assets, beginning 12,562,548

Net Assets, ending 12,423,776

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,816,989	17,017,247	13,799,742	55%
BENEFITS	9,792,653	5,193,010	4,599,643	53%
TRAVEL	604,666	389,683	214,983	64%
SPACE COST	7,859,253	3,140,183	4,719,070	40%
SUPPLIES	2,343,556	1,591,637	751,919	68%
EQUIPMENT	99,000	101,668	(2,668)	103%
CONSULTANT/CONTRACT SERVICES	2,765,704	1,313,513	1,452,191	47%
OTHER COSTS	2,888,001	1,426,924	1,461,077	49%
PROGRAM COSTS	9,513,508	5,466,042	4,047,466	57%
INDIRECT	5,717,625	3,452,056	2,265,569	60%
TOTAL	72,400,955	39,091,964	33,308,991	54%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	13,073,601	11,010,608	54%
BENEFITS	7,856,788	4,146,733	3,710,055	53%
TRAVEL	323,485	232,111	91,374	72%
SPACE COST	6,811,540	2,373,269	4,438,271	35%
SUPPLIES	1,974,004	1,227,136	746,868	62%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	452,918	766,262	37%
OTHER COSTS	1,377,998	813,193	564,805	59%
PROGRAM COSTS	7,120,305	4,328,834	2,791,471	61%
INDIRECT	4,119,108	2,629,437	1,489,671	64%
TOTAL	54,886,617	29,277,231	25,609,386	53%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	2,009,694	1,638,885	55%
BENEFITS	1,115,935	558,726	557,209	50%
TRAVEL	118,450	99,988	18,462	84%
SPACE COST	573,934	453,635	120,299	79%
SUPPLIES	213,074	219,326	(6,252)	103%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	2,207	6,778	25%
OTHER COSTS	599,558	260,373	339,185	43%
PROGRAM COSTS	1,685,551	774,854	910,697	46%
INDIRECT	625,888	381,425	244,463	61%
TOTAL	8,687,954	4,858,117	3,829,837	56%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,038,525	553,661	65%
BENEFITS	416,928	235,040	181,888	56%
TRAVEL	106,561	37,514	69,047	35%
SPACE COST	252,069	131,443	120,626	52%
SUPPLIES	82,222	93,728	(11,506)	114%
EQUIPMENT	-	3,780	(3,780)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	828,406	618,333	57%
OTHER COSTS	730,217	275,803	454,414	38%
PROGRAM COSTS	683,802	351,205	332,597	51%
INDIRECT	435,584	292,602	142,982	67%
TOTAL	5,746,308	3,288,045	2,458,263	57%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	482,120	325,821	60%
BENEFITS	221,237	110,560	110,677	50%
TRAVEL	39,380	13,199	26,181	34%
SPACE COST	94,385	84,578	9,807	90%
SUPPLIES	55,481	38,024	17,458	69%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	9,974	78,576	11%
OTHER COSTS	95,417	48,797	46,620	51%
PROGRAM COSTS	17,350	8,289	9,061	48%
INDIRECT	128,571	77,274	51,297	60%
TOTAL	1,549,312	872,813	676,499	56%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	412,102	267,972	61%
BENEFITS	180,940	141,807	39,133	78%
TRAVEL	16,790	6,848	9,942	41%
SPACE COST	123,125	93,386	29,739	76%
SUPPLIES	16,575	10,684	5,891	64%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	218	2,032	10%
OTHER COSTS	58,551	18,448	40,103	32%
PROGRAM COSTS	6,500	2,861	3,639	44%
INDIRECT	404,726	68,232	336,494	17%
TOTAL	1,489,531	754,585	734,946	51%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-18 TO 10-31-19 (66.67%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	3,872	328	92%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	10,310	15,950	39%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	3,086	662	82%
TOTAL	41,233	41,172	61	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 10/31/19 (8 OF 12 MONTHS =66.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,799,844	\$ 3,452,056	59.5%	\$ 2,347,788
Expenditures				
Salaries	3,070,550	1,786,564	58.2%	1,283,986
Benefits @ 24.11% actual	<u>756,241</u>	<u>422,658</u>	<u>55.9%</u>	<u>333,583</u>
Total Personnel Costs	3,826,791	2,209,222	57.7%	1,617,569
Operating Costs				
Travel	93,650	57,672	61.6%	35,978
Space Costs	186,800	142,220	76.1%	44,580
Supplies	166,500	128,756	77.3%	37,744
Consultant/Contract	659,100	381,720	57.9%	277,380
Other Operating Costs	<u>345,050</u>	<u>211,709</u>	<u>61.4%</u>	<u>133,341</u>
Total Operating Costs	1,451,100	922,077	63.5%	529,023
Total Expenditures	<u>\$ 5,277,891</u>	<u>\$ 3,131,299</u>	<u>59.3%</u>	<u>\$ 2,146,592</u>
Excess Indirect Revenue	<u>\$ 521,953</u>	<u>\$ 320,757</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 543,481	52.5%	\$ 491,151
Operations	1,361,350	854,883	62.8%	506,467
Executive	612,204	382,675	62.5%	229,529
Community Development	705,930	371,705	52.7%	334,225
Finance	<u>1,563,775</u>	<u>978,554</u>	<u>62.6%</u>	<u>585,221</u>
	<u>\$ 5,277,891</u>	<u>\$ 3,131,299</u>	<u>59.3%</u>	<u>\$ 2,146,592</u>

Prepared Date: 11/07/2019